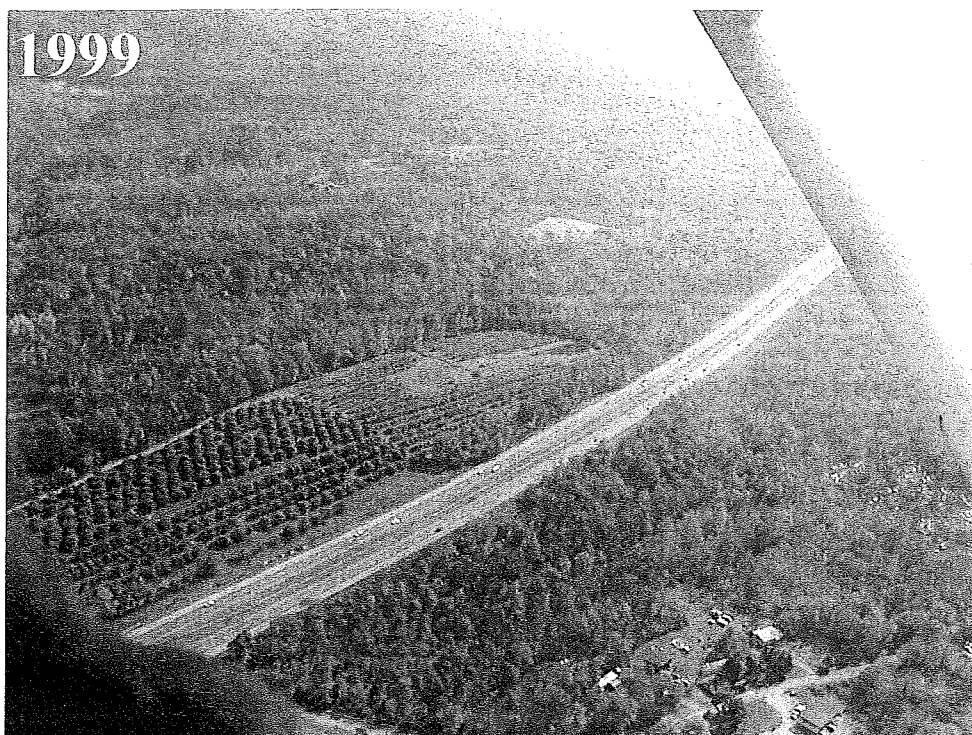
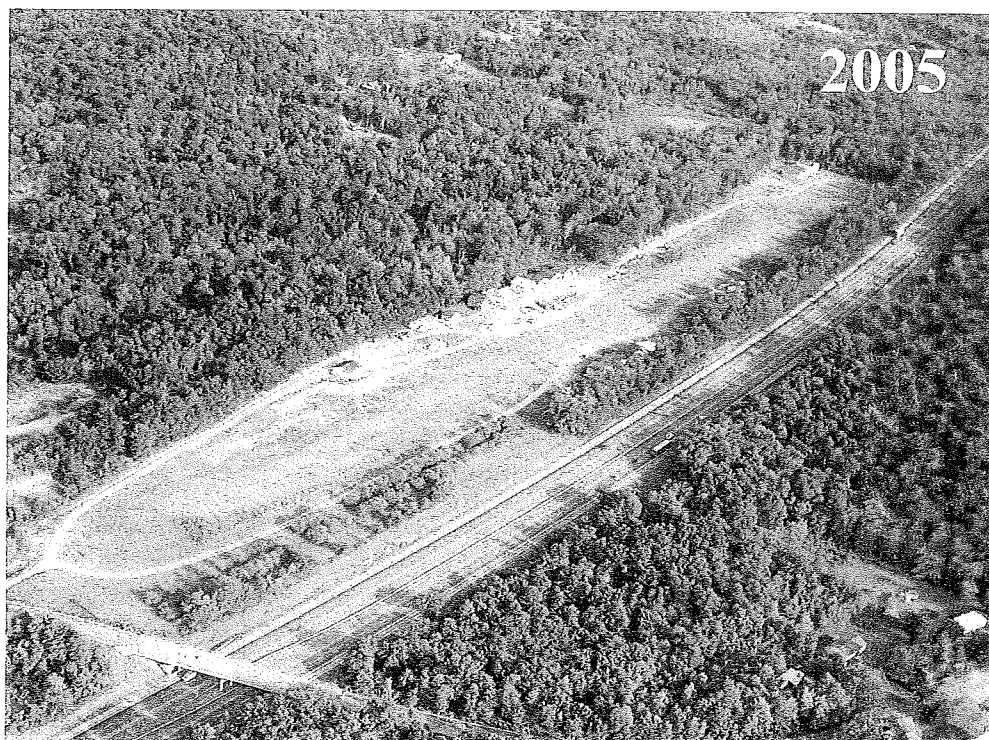




Old Orchard Airpark - Member Overview and Handbook



Disclaimer

This Membership Handbook is primarily for general information.

If anything in this handbook conflicts with official Club documents then the official Club documents take precedence at all times and in all cases.

Date of Publication of this Membership Handbook is October, 2006

Introduction

Hudson Valley Hornets, Inc. is a New York state chartered not-for-profit educational corporation. It exists:

To establish a social and recreational club;

To promote, sponsor, manage, handle and direct all activities in connection with aviation, primarily including but not limited to light aircraft, light sport aircraft, ultralights, and experimental aircraft;

To sponsor fellowship among members and to promote activities in furtherance of good sportsmanship and fellowship among club members.

The purpose of this **Membership Handbook** is to acquaint incoming members with a brief but accurate overview of the organization's history, philosophy, organization and operation. Thus equipped, the new member should more easily be able to integrate himself/herself into the Club.

General Meeting Schedule

General membership meetings are held monthly, January through November, on the first Saturday of each month. All meetings are held at the Clubhouse, Old Orchard Airpark, 156 Freetown Road, Modena, NY. Meetings begin promptly at 10:00 a.m. Members at all levels are expected to attend. In lieu of the December meeting each year, an annual dinner is held.

Some History

The Club came into being in 1974 as Chapter 474 of the Experimental Aircraft Association. Its first home was Warwick Airport, followed by Orange County Airport. Eventually it settled at Kobelt Airport in Wallkill, NY where, for many years, the Club rented one acre of land upon which it parked members' airplanes and maintained a hangar, shop and social room. This structure was originally located in New Jersey, disassembled, trucked to Kobelt, and then reassembled by the members! Ingenuity, teamwork, and a collective desire to keep flying affordable to the 'average guy' have been - and continue to this day to be - hallmarks of a **Hornet**.

At Kobelt, the **Hornets** thrived for many years. There was flying, such as group Fly-Outs to destinations in the northeast, pancake breakfasts, an annual "Fly-In" event; there was plenty of building and maintenance always going on. The Club was healthy and happy. Membership stabilized between 75 and 100 members.

In 1995, the owner of Kobelt Airport, now renamed Wallkill Airpark, let it be known that when the *Hornets'* 15 year lease expired there would be some changes. Indeed, as that time drew nearer, the Club learned that its \$300 monthly lease cost would most likely jump to \$1500 per month! As attempts to negotiate met with little success, the Club decided to seek out alternatives to Kobelt (Wallkill).

In 1999, the *Hornets* made a decision that redefined the Club for all time - they decided to build their own private airport. A defunct apple orchard, located on Freetown Road in Modena, NY became available through the efforts of one member. The orchard was long (nearly 3000') but narrow (only 400') and located adjacent to the New York State Thruway at milepost 70 (five miles north of the Modena rest stop). It had two farm ponds, a shale ridge, and hundreds upon hundreds of mature apple trees. Club members, never averse to a true challenge, clearly saw the potential. But there was a problem - money!

The *Hornets* had a modest nest egg. It was enough to begin to develop the property but not enough to purchase it. Various schemes to raise money were put forth, including a general assessment of the membership and seeking a loan, but the majority of the members rejected these options. The project was considered high risk, long term, and potentially 'fatal' to the *Hornets*. Thus was born another corporation, the *Hudson Valley Flyers*.

The *Flyers* consisted of 26 members of the *Hornets* who were willing to incorporate at their own expense and put up the money to buy the 24 acre apple orchard. Their intent was to lease the land back to the *Hornets* at the same \$300 monthly lease cost of Kobelt on a 99 year "renewable forever" lease. In return the *Hornets* would empty their treasury to build the private airport.

The two clubs signed a lease agreement in 1999 and work began in earnest on two fronts: the physical effort to carve an airport out of a piece of marginally desirable land and the administrative effort to obtain all the approvals to move forward to build the airport, construct hangars and develop the Shop/Clubhouse complex.

The administrative effort was significant. The approval process included the Federal Aviation Administration, Army Corp of Engineers, New York State Department of Transportation, New York State Aviation Department, New York State Thruway Authority, Department of Environmental Conservation, Ulster County Planning Board, Ulster County Department of Health, Plattekill Zoning Board, Plattekill Planning Board and the Plattekill Building Department. That this was a 'first' for the local authorities made it all that much more difficult as they made every attempt to micro-manage the *Hornets*. The *Hornets* decided against being represented by an attorney - choosing instead to represent themselves - and this might have contributed to the length of the process but it kept the cost down.

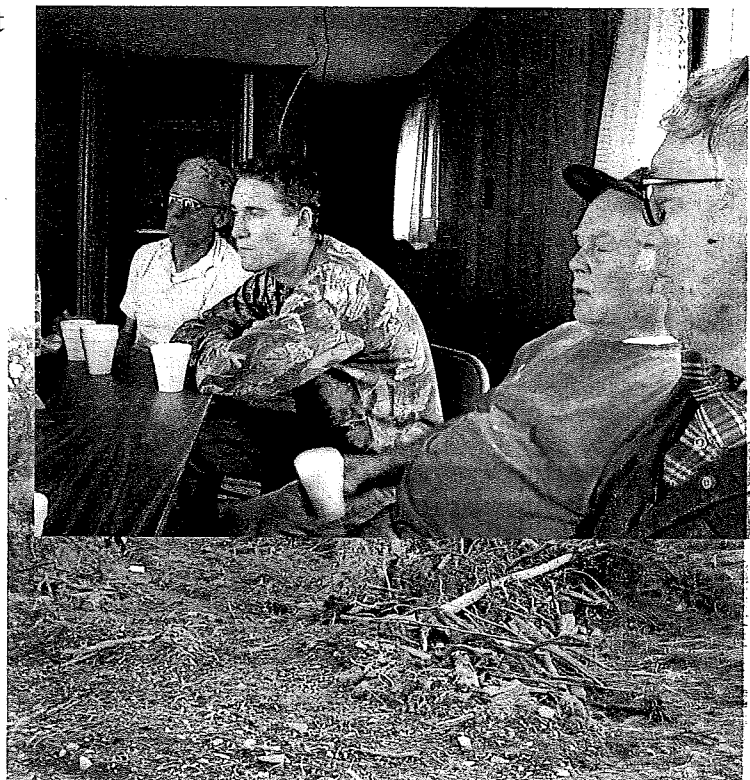
Meanwhile, work began clearing the trees and sculpting the land. The **Hornets** have always been very fortunate in the diversity of their membership. This has never been an elitist club. Instead, it's been a gathering place for men (and women!) from all walks of life; all different backgrounds; blue collar and white. The only requirement has been - and continues to be - a sincere love of aviation and the desire to keep it affordable. And so **Hornets** members, some with heavy equipment background, surveying backgrounds, construction backgrounds - virtually every skill required for this project - joined in a six year campaign to bring Old Orchard Airpark to life!



Old equipment was located and purchased at 'bargain basement' cost. For example, a 40 ton Caterpillar D8 bulldozer was acquired for under \$10,000. Dump trucks, no longer roadworthy, were gotten for pennies on the dollar. Some members used their own money to buy earthmovers, bulldozers, tractors.....

At times, the level of equipment maintenance was nearly overwhelming. But then those with mechanical skills and professional welding knowledge showed up and got the machinery back online! There were good days and bad days. One of the 'bad days' occurred when the Experimental Aircraft Association's Headquarters office notified the **Hornets** that their charter was being revoked due to liability concerns at the national level: Chapters are not permitted to own and/or operate airports.

The pages peeled off the calendar.....months blurred.....years passed. The amount of effort was



incredible.....and unrelenting. During these years, the Club saw its membership fall to 46 from a high of 78 in 1999. Not everyone shared the vision.

By spring of 2004, Old Orchard Airpark had received conditional approval from the local authorities to operate as a private members-only airport subject to Zoning Board parameters and to construct 33 privately built and owned hangars and a Clubhouse/Shop. In August of 2005, final site plan approval was received and the long, sometimes painful, journey had ended. In August of 2006, a Site Plan Amendment was approved by the Town of Plattekill and the number of authorized hangars increased to 40. The cost of developing the airpark, substantiated by Hornets financial records, was approximately \$145,000.

The final chapter in the metamorphosis of *Hudson Valley Hornets, Inc.*, from an informal EAA Chapter to the operator of an airport equivalent to a small business, was written during the 2005-2006 year. The Club was 'tuned up' so that its operating structure would be able to plan, organize, direct and control its activities commensurate with the new level of financial and legal responsibility it had incurred in becoming Old Orchard Airpark (2NK9).

Operating Philosophy

Hudson Valley Hornets, Inc. is a democratic organization. Officers are elected each October and directors are ratified each January by a vote of the membership at a regularly scheduled meeting. The Executive Board, consisting of the five elected officers, the past president, and three directors nominated by the current president and ratified by the membership, serves at the pleasure of the membership. All members of the Executive Board - officers and directors - must be Full Members in accordance with the Constitution, Article III, Section I.

The Executive Board meets monthly according to a schedule published at the beginning of the year and posted on the Club bulletin board. These meetings are open to any member who wishes to attend as an observer. Members who are observing are not permitted to participate. The reason for this is twofold: First, the Executive Board must be allowed to conduct its business without interference and second, the Executive Board must take precautions to ensure that it does not allow itself to be unduly influenced by a member's input in a venue where other members do not have the opportunity to contribute their counterpoints. In cases where a personal matter involving a Club member needs to be addressed, the Executive Board will meet in closed session to protect the individual's privacy. The Executive Board reserves the right to close any meeting where observing members become unruly, refuse to remain silent, or otherwise interfere with the Board's ability to conduct Club business.

The primary responsibility of the Executive Board is to "manage" the Club on behalf of the Membership who are the Owners of the *Hudson Valley Hornets, Inc.* At all times, the decisions of the Board should be in best interests of the majority of the Membership. The Constitution outlines specific instances where a Membership vote is required. In all other cases, it is incumbent upon the Board to ensure that decisions it makes in lieu of a membership vote have the support of the majority. Polling the members at the monthly membership meeting is one method of testing a position. A good policy is "when in doubt, put it to a vote."

Any decision made by the Executive Board can be overturned by the Membership. This is a check and balance that absolutely ensures Membership control of its Club. In 1990, the *Hornets* were victimized by an Executive Board that embezzled thousands of dollars. Eventually restitution was made and those responsible left the Club. That single episode was the foundation for the present Constitution which employs safeguards to monitor and control the activities of the officers and directors. The By-Laws, Article II, Section 3 provide for the removal of officers and election of successors.

Minutes of each and every Executive Board meeting are recorded and one copy is posted on the bulletin board for Membership information and one copy is filed in Club archives. Additionally, the current year's cumulative Executive Board Meeting Minutes are available for Membership perusal at any time; they are filed in the Organization Manual.

Additional information regarding the duties and responsibilities of the Executive Board can be found in the Constitution document which is available to any member at any time in the Organization Manual.

The Organizational Manual can be found in an orange three-ring binder below the main bulletin board in the Clubhouse.

Management Team

Good management requires division of labor, assigning responsibility, providing resources, and then delegating the authority to follow through. Old Orchard Airpark is no different from any other small 'business' in this regard.

There are seven management areas ('division of labor'), each assigned to a manager who has a budget (resources) and the authority (delegated) to tend to his area of responsibility. The Managers report to the Executive Board through the President. Management positions are voluntary. Individuals holding such positions are invited to remain in their positions for as long as they desire as long as they continue to perform their jobs in a satisfactory manner. These management areas are:

- Airpark Development (Roads, Runway, Improvements)
- Airpark Maintenance (Clubhouse, Grounds, etc.)
- Equipment Maintenance (Heavy Equipment)
- Shop (Equipment, Scheduling, etc.)
- Clubhouse (Cleanliness, Social activities, etc.)
- Space and Fees (Hangar/Tiedown Rentals, etc.)
- Membership and DataBase (New Members, Member Data, etc.)

Each of the seven Management positions has been documented in a Position Description. Each Position Description describes the objective of the position, how a member applies for the position, the length of tenure, the responsibilities and a description of any consideration granted

by the Club in return for serving in the position. Position Descriptions are available for Membership perusal at any time; they are filed in the Organization Manual.

Each Manager is the focal point for his/her area of responsibility and can suggest/assign work to be done and provide a written receipt for the hours worked. In December, each Manager submits his/her budget request to the Executive Board for the following year. The Board presents the total budget to the Membership in January for their approval by formal vote. Once approved, the Manager is free to spend down his/her budget as per plan. Because of financial constraints, it is entirely possible that a budget will be approved for much less than realistically needed. In such a situation - and finances permitting - midyear adjustments can be made using the same process of Board preapproval followed by membership formal vote. This usually occurs in June or July but can certainly occur at other times of the year as the situation warrants.

Financial Philosophy

Hudson Valley Hornets, Inc. is a not-for-profit corporation. It has no external income or revenue, not even interest from its checking account. Its "revenue" is really "pooled money" represented by its members' payments of annual dues, tie down fees, and hangar site rentals. Thus, it generates its own "revenue" internally. The Constitution, Article III, Section 2 specifically states that the Club is not organized for business purposes nor for monetary profit: ***"No part of the net earnings thereof shall be made available to benefit of any member but shall be used exclusively to the benefit of the club....."***

Because its "revenue" is so restricted, the Club must take extra care in managing its treasury so that it can unfailingly fulfill its fiduciary responsibilities on time, every time. Toward this end, the Treasurer employs "reserve accounts" to warehouse future due payments.

Each month, the Treasurer begins with the previous month's ending balance to which is added all "revenue" received and from which is subtracted all bills paid for the month being reported. What is left is the ending balance for the current month. From the ending balance, 1/12 of the annual lease expense, building loan, school taxes, property taxes, Clubhouse insurance premium, field liability insurance premium, fuel oil, electricity and Newsletter expenses are moved to "reserve". In similar fashion, pre-paid annual dues, pre-paid tie down fees, pre-paid hangar site rentals, and pre-paid annual work hours assessments are moved to "reserve" where they are warehoused until the date on which they become 'earned' and are released for use. The cumulative Managers' budget is also moved to "reserve". An additional \$3000 is held in "reserve" for future emergencies. What is left is true spendable cash-on-hand: ***this represents money that can be spent in the best interests of Old Orchard Airpark with absolutely no threat to the solvency of the Club or its financial obligations.***

The Treasurer's Report is documented in the monthly Newsletter and a copy of the Monthly Financial Report is posted on the bulletin board.

Periodically - and whenever the Treasurer changes - a financial audit is done by a qualified

Club member who is not an officer or director and a written report generated to the membership and placed in the Club file. The last audit was completed in 2005 by a member who was a retired bank examiner. No discrepancies were found.

The money in the Treasury belongs to the Membership and they are entitled to have their collective say in how it is spent. Clearly, there are times and situations where it would be inadvisable or impossible to arrange a membership vote on an expenditure. The President is authorized to spend up to \$250 per transaction on his own authority and is then charged with the responsibility of reporting the details and the rationale to the Membership during his President's Report at a regularly scheduled general meeting. The Executive Board is authorized to spend up to \$2500 by a majority vote of a five (5) member quorum. The Executive Board bears the responsibility to report the details of the transaction to the Membership in terms - and at a level of substantiation - that clearly demonstrates why the normal process of a Membership vote needed to be bypassed.

The Club Treasurer uses *Quicken* financial software and can produce both routine as well as specialized reports. The routine reports include Monthly Financial Summary, the Club's annual total budget, and the Club's discretionary budget with monthly updates showing spending details. These are available for Membership perusal at any time; they are filed in the Organization Manual.

All source financial records are kept in a locked cabinet on Club property and any member(s) wishing to examine the records need only make an appointment with the Treasurer.

Rules, Guidelines, By-Laws, Processes, and Policies

In order to guarantee good order and long term survival an organization must willingly submit to some form of authority; a standard of measurement for the common good. Imagine a pyramid:

In the *Hudson Valley Hornets, Inc.*, the Constitution represents the highest level of this authority- the top of the pyramid. There is never a valid and lawful reason to violate the Constitution. The Officers may not do so; the Executive Board may not do so and the Membership may not do so, even by unanimous vote. If the Membership wishes to proceed in a manner contrary to its Constitution it must first *amend* the Constitution. The proper procedure for doing so is contained in the Constitution in *Article X: Amendments*.

The By-Laws follow the Constitution and represent the second level of authority to which the Membership submits itself. The By-Laws describe how the Club will operate at its foundation level. The By-Laws describe the time, place and format of meetings, election of officers, voting requirements, duties of the elected officers, composition and duties of the Executive Board, corporate Seal, and process for disbursing monies. The By-Laws may be altered, amended or added to as described in *Article VII: Amendments* of the By-Laws document.

Next come the Rules and Guidelines which form the third and final section of the "constitution document." These rules and guidelines describe the basic but very important requirements necessary to ensure good order, equity and due process in the Club. They describe the various levels of membership and their respective fees, dues, privileges and responsibilities. Decisions made at the time the Club was formed - including the conditions under which a Flying Club can be formed and operated by members, personal conduct on the property, use of shop facilities, rental of tie-down spaces, construction of hangars, annual member work requirements and penalties for non-compliance with Club rules - are contained in Rules and Guidelines.

Processes describe 'how' - in administrative terms - the Club will manage itself. Processes are important because they document repeatable steps to be taken in commonly occurring situations. This has the benefit of significantly contributing to fairness and equity in treating members whenever the same set of circumstances need to be addressed. It eliminates the problems associated with trying to 'remember' what was done the last time, how it was done, or how a previous administration handled it. Developing the Processes is the domain of the Executive Board but the Membership - as the true Owners of the *Hudson Valley Hornets, Inc.*, need to have the opportunity to understand them, register comments and suggest input. This is frequently handled by using the concept of 'posting'. In 'posting' the Executive Board develops its administrative concept and posts it on the bulletin board for some period of time that is advertised in the monthly Newsletter. The Membership then has the opportunity to read the posted process and comment or offer their recommendations to officers or board members. If, after a period of time - thirty (30) days is standard - Membership input does not indicate concern(s) then the Executive Board may proceed to implement the Process. The Processes in place at this time are:

- New Member Process Flow
- Member Emeritus Process
- Hangar and Tie Down Fee Setting Process
- Hangar Site Assignment Process
- Work Hours Process
- Budget Process

Policies describe the implementation of very specific positions that are supported by the membership but must be closely monitored by the elected officers and directors to ensure proper use and no unacceptable exposure to the Club's well being. A policy can - and should - be modified, suspended, or rescinded by the Executive Board if at any time it compromises the good order, safety, or security of the Club. The *Guest Fly-In Policy* is the Club's one and only policy at this time.

Membership Levels

There are four (4) levels of membership available. Three were established at the time the present Constitution was ratified by the Membership. The last one was the result of an amendment to the Constitution voted by the Membership on August 5th, 2006. These membership

levels cannot be modified, eliminated or added to unless the procedure for amending the Constitution is followed.

Social Member pays a one time, non-refundable initiation fee of \$500 (current rate) and \$85 annual dues (current rate). A Social Member may fly into Old Orchard Airpark anytime but may not park overnight. A Social Member has full use of the Clubhouse and may use the Shop facilities for "minor" repairs (i.e. 'bring a part in, work on it, and take it out when leaving'). A Social Member has voting privileges but may not vote on issues dealing with the operation or future plans and requirements for Old Orchard Airpark. A Social Member must complete his or her annual work hours requirement or pay the equivalent "in lieu of" fee in effect at the time. A Social Member may upgrade to a higher level of membership by paying the appropriate difference in initiation fee.

Full Member pays a one time, non-refundable initiation fee of \$1000 (current rate) and \$85 annual dues (current rate). A Full Member has full use of the facilities. A Full Member has full voting privileges. A Full Member may rent a turf tie down for \$30 per month (current rate). A Full Member must complete his or her annual work hours requirement or pay the equivalent "in lieu of" fee in effect at the time. A Full Member may upgrade to a higher level of membership by paying the appropriate difference in initiation fee.

Full Member with Hangar Privileges pays a one time, non-refundable initiation fee of \$3000 (current rate) and \$85 annual dues (current rate). A Full Member with Hangar Privileges has full use of the facilities. A Full Member with Hangar Privileges has full voting privileges. A Full Member with Hangar Privileges may lease one of the designated hangar sites and build/own a hangar. The monthly land lease is dependent upon size of the hangar. A Full Member with Hangar Privileges must complete his or her annual work hours requirement or pay the equivalent "in lieu of" fee in effect at the time.

Member Emeritus - This class of membership shall consist of a member who gives up {or has given up} his status as an active member but wishes to continue contact with the Club. A member in this class of membership is not an active member and visits the Airpark on an infrequent basis. A member in this membership class must have previously been a member in good standing. The Membership approves the member applying for this class of membership through the Executive Board. A member in this membership class cannot vote. A member in this class of membership has no work requirement and pays no initiation fee. A member in this class of membership will receive the monthly Newsletter. The annual fee for a member in this membership class shall be a sum less than that paid for normal membership and will be set and/or reset by the Club at the same time the normal annual dues are set and/or reset. At the present time, \$50 per year is recommended. If a member in this membership class wishes to reactivate his or her original membership status, he or she may do so by simply notifying the President and paying the difference in dues.

Note that only Full Members (either with Tie-Down Privileges or Hangar Privileges) may hold office or serve on the Executive Board as per the Constitution.

Regardless of level, memberships are not transferable and the initiation fees are non-refundable. This is explicitly stated on the Membership Application and is reiterated during the applicant's required meeting with the Board.

Every applicant - including ex-members reapplying for membership - are required to follow the New Member Process Flow. During their first sixty (60) days, they enjoy all the rights of the Membership level they are applying for but their initiation fee is held. If, for any reason, the candidate decides he/she does not wish to proceed, their monies are returned in full with no questions asked. Concurrently, during this "provisional" sixty day period, the Executive Board, through membership input, makes a decision as to the applicant's suitability for permanent membership. If there is evidence to suggest that the applicant may put the Club at risk, may compromise safety and/or security, or may otherwise harm the good order of the Club, the Executive Board may disapprove the applicant's request for membership in which case his funds will be returned in full by certified mail.

Experience has shown that this process increases the likelihood of a solid, successful relationship and provides a fair and reasonable amount of time for the applicant to "check out" the Club and make his decision before risking his investment. An applicant's membership becomes permanent upon Executive Board approval and receipt of the applicant's signed and dated Document of Understanding. This DOU demonstrates that the applicant has reviewed the Club's Constitution document, understands it, had the opportunity to ask questions, and is knowingly proceeding.

All members receive an annual Membership Card signed and sealed by the President.

Additional details regarding membership can be found in the Rules and Guidelines (pages 14 and 15) and in the New Member Process Flow. These are available for Membership perusal at any time; they are filed in the Organization Manual.

Member Behavior

1. Member must act in a dignified manner at all times.
2. Member must treat the building and general facility as if it were his own home.
Pick up after oneself!
3. Member must not abuse or ruin clubhouse furniture, equipment or furnishings.
4. Member must not bring large aircraft parts or any associated engine parts or tools into the clubhouse meeting room area.
5. No pets are allowed in clubhouse.

6. Children under twelve (12) years of age must be accompanied by parents at all times.
7. Any items, equipment or materials donated to the club by members must first be approved by the Executive Board prior to bringing same onto the property or into the clubhouse.
8. Member must remain in "Good Standing."

Member in Good Standing

The By-Laws, Article II, defines a "member in good standing" as *"a member who is in full compliance with all conditions of these rules and has monies, dues and assessments paid in full to the Hudson Valley Hornets, Inc. organization."*

This is an important concept because a member must remain in "good standing" in order to vote and to successfully continue his or her membership privileges. Members who fall from 'good standing' will be notified by the Executive Board as to how the situation will be rectified.

It is always in the best interests of the member that if and when any situations arise that may compromise his or her 'good standing', he or she should immediately take the initiative to approach the Executive Board.

Voting

The Constitution provides the parameters for voting. In order to hold a vote, a Notice of Proposed Vote is required. This is an announcement giving the details of the proposed vote, the date, the time, and the place. Members must have at least a ten (10) day notice of the vote. This may be sent to their addresses of record either individually on a post card or as an item in the monthly Newsletter.

The purpose of the ten day notice is twofold. First, it provides notification to every Club member so that they may consider the proposal, ask questions, investigate alternatives, mark their calendars and otherwise prepare themselves to cast their vote. Second, the ten day notice puts some distance between the proposal and the adoption. This can avoid a knee-jerk reaction to a situation, a vote based upon anger, frustration, misinformation, lack of information, incomplete analysis, inadequate review of hidden costs both monetary and non-monetary, and so forth.

Voting by proxy is not permitted. A member must be present in order to cast his or her vote. The requirement to be present insures that members participate in discussion, have the opportunity to listen to other perspectives, and receive the latest information available, including modifications to a motion made as a result of pre-vote discussion. The Membership owns the Club and each person's vote counts!

For any vote, regardless of substance, if any member requests a secret ballot the request must be complied with. While asking for a show of hands is quick and easy, it also opens the possibility of voting - or abstaining - based upon who is giving the evil eye to whom!

Having said this, it is also true that not every decision is made by membership vote. To attempt to do so would clearly be impractical. Just as impractical is any thought of trying to categorize which decisions should be put to a membership vote and which can be made by the Executive Board. Beyond the Constitution's categorization of the differences between voting on a general issue vs. a constitutional issue, there is a void. Practically speaking, this is not as large a problem as it might first appear to be.

The Executive Board should represent the majority views of the Membership. The Membership's views can be 'tested' by taking a "poll". A "poll" is non-binding. It is not a vote. A "poll" seeks to determine the level of support - or lack thereof. Such feedback is crucial to an effective Board. A poll is not the only method of testing interest level but it is the most commonly employed technique. In general, whenever money is to be spent, the Membership should vote on it because it's their money. Operational issues, likewise, should generally be put to the Membership. A very good philosophy might well be, "If in doubt, put it to a vote."

Flight Operations at Old Orchard Airpark

All flight operations at Old Orchard Airpark must be conducted in accordance with the conditions imposed by the Plattekill Zoning Board of Appeals on April 22, 1999:

"Hudson Valley Flyers Club" is a recreational Club with the conditions: That the facility only be used by the Club members. For single engine fixed wing aircraft. Not to exceed 185 horsepower. No nighttime operation will be conducted. Monday through Saturday sunrise to sunset. Sunday 7:00 a.m. to sunset. Flight training will not be permitted. The conduct of operation is to be recreational, non-commercial and not for profit by Hudson Valley Flyers Club or any other organization. The facility will be private and not open to the general aviation public.

There is a "NOTAM" board in the Clubhouse where *current* information specific to Old Orchard Airpark operations is posted. Pilots are strongly encouraged to regularly check this Board for their own safety and the safety of fellow pilots operating at Old Orchard Airpark.

The Club strives to be a 'good neighbor' to surrounding residents. Pilots are asked to refrain from touch and goes and to avoid unnecessary flight over nearby properties. Aerobatic flight over the airport is to be avoided. Take-offs and landings, with due regard for terrain avoidance and concern for safety, should not be of the type that 'attracts attention' - sharp pull ups, 'buzzing', and similar maneuvers not necessary for normal flight violate Club policy. Pilots should remain mindful at all times that the New York State Thruway represents a level of public visibility that most airports need not concern themselves with.

Old Orchard Airpark is a private operation for member use only. However, members are

permitted to invite their pilot-guests to land here in accordance with the Club's Fly-In Guest Policy dated July 19th, 2005. Members desirous of exercising this privilege of membership should acquaint themselves with this policy and the personal responsibility the member will incur. This policy is posted in the Clubhouse.

Traffic pattern information for both regular aircraft and ultralights is posted in the Clubhouse. Members are reminded to avoid overflying the New York State Thruway below their pattern altitude.

The Common Traffic Advisory Frequency is 122.9 Mhz. Old Orchard Airpark does not possess an FCC UNICOM license and is not authorized to operate as a base station. The Club owns a handheld transceiver for safety purposes only. Under no circumstances is a member permitted to transmit and identify himself as "Old Orchard Airpark."

Kitchen Amenities

There is a kitchenette in the Clubhouse. Members at all levels are invited to make use of it. It is expected that those using the kitchenette will clean up after themselves.

With the exception of the twice yearly Work Weekends, the Club does not provide food and drink. On Work Weekends, lunch and non-alcoholic beverages are served at no cost to those members turning out to work. Work Weekends are generally held in early spring and late autumn. Other than the aforementioned Work Weekends lunches, the Club does not provide food and/or beverages and thus the Club's treasury incurs no costs for consumables.

The Club never purchases or resells alcoholic beverages. To do so would be illegal. Members desirous of enjoying their preferred beverages are permitted to BYOB.

Individual members or small groups of members have taken the initiative to provide certain amenities outside the construct of the Club. The Club is not involved, financially or in terms of managing these private efforts. They are described below for the benefit of members joining the organization.

Ice Cream and Ice Tea - A member voluntarily stocks the refrigerator with bottled iced tea and ice cream. The reimbursement cost of each item is displayed on a lockbox to the left of the refrigerator, on the wall. Members desiring to participate are expected to reimburse the individual by depositing the proper reimbursement amount in the lockbox. The individual operating this voluntary "concession" has agreed to absorb any losses; any profits are used to help underwrite the cost of barbeques, breakfasts, etc.

Coffee and Pastry - Several members, collectively known as the "Thursday Night Group" provide coffee, cups, stirrers, sugar, and various cakes and pastries. Members desiring to participate are expected to reimburse this group for their expenses by depositing a

"Donation" in the can. The suggested donation appears on the container which is shaped like an old fashioned percolator coffee pot and has a miniature dollar bill affixed to it. It usually can be found on the countertop to the left of the sink.

50/50 Raffle - at the end of each monthly general meeting, a 50/50 raffle may be held. The proceeds of this raffle go to the Clubhouse Manager who uses them to bolster his modest annual budget for cleaning supplies and kitchen equipment. These proceeds are 'off the books' and do not pass through the Club Treasury.

Housekeeping

The **Clubhouse Manager** schedules a weekly cleaning of the clubhouse which includes the bathroom, kitchenette, meeting room and coatroom. Members should pick up after themselves on a regular basis before leaving the Clubhouse - wash the utensils used, throw out the garbage, clean off the tables, don't leave stuff in the sink, clear the countertop, turn off the coffeemaker.....and so forth. *Use both common sense and common courtesy.* Let's take proper care of what we've worked so hard to achieve!

Shop Usage

Guidelines for Shop Usage can be found in the Organization Manual. The **Shop Manager** oversees use and scheduling of the shop, cleanliness, tool inventory, and so forth. If you inadvertently damage a tool or piece of equipment please advise the Shop Manager so that no safety issues arise. If the damage is deemed 'normal wear and tear' the expense will be borne by the Club; if the damage resulted from misuse, you should expect to reimburse the Club for repair or replacement. *Wear safety glasses - if you can't see out of at least one eye then you can't fly!*

Heavy Equipment

The **Equipment Manager** is responsible for the operation, training, maintenance and repair of the Club's motor pool. This equipment is old but has loyally served us throughout the development of Old Orchard Airpark. The equipment owes us nothing, but we owe it respect and careful and thoughtful use! Members desiring to operate any of the equipment should first contact the Equipment Manager in order to obtain a 'checkout'. Even if you've had previous experience, please follow this procedure so that you may be advised of the idiosyncracies inherent in the subject machine, the proper fueling procedures, and so forth. Problems encountered should be immediately reported to the Equipment Manager and recorded on the Equipment 'Squawk' Board in the Clubhouse. The Club inventory currently consists of a TD-7 bulldozer, front end loader, Case tractor with mowing attachments, roller, road grader, a dump truck and one utility box truck with compressor.

Some members own their own heavy equipment and keep it here at OOA. Their equipment is not maintained by the Club and not available for membership use. In certain cases, such as snow removal and precision excavation, where Club equipment is inadequate to the job,

the Club pays a standard fee of \$25 per hour to rent the equipment *with the owner as the operator*. Executive Board pre-approval is required to engage the services of members willing to use their personal heavy equipment on Club projects.

Membership and Database

The Club has a *Membership and Database Manager* who collects, organizes, inputs and safeguards the Club's membership roster which includes names, addresses, phone numbers and other personal information. Records are also kept with regard to each member's work hours record. Members should ensure that their personal information, especially phone numbers and addresses, are also correct. If changes or corrections are required, please complete a *Personal Information Update Form* available at the rear bulletin board in the Clubhouse and give it to the Membership and Database Manager.

Airpark Development

The *Development Manager* is charged with road maintenance and improvement, runway maintenance and improvement, and for the planning and execution of future airpark improvements. Some examples would include road re-routing, establishing new tie-down locations, and locating future hangar sites.

Airpark Maintenance

The *Maintenance Manager* sees to it that the Clubhouse, the grounds, and all other areas of the Airpark (for example, the storage trailer) are properly maintained. His responsibilities include all aspects of plumbing, carpentry, landscaping, and so forth. In a sense, he acts like a homeowner by continuously monitoring 'his property and home' and ensuring that the little things get fixed before they become bigger issues.

Space and Fees

The *Space and Fees Manager* works closely with the Treasurer and with the President and the Executive Board to ensure that rents are collected, fees and penalties properly and fairly assessed, good housekeeping and lawn care habits established and that the renters/hangar owners are generally in compliance with all Club guidelines and with their sub-leases as applicable.

Newsletter

The Newsletter is a monthly publication and serves as the primary communication medium between the Membership and the Club. Membership input is always welcomed. The Newsletter can be expensive to produce and mail, especially at today's increasing prices. In an attempt to get the most for the Club's money, Newsletter content tends to focus primarily on Club activities and issues. Information that is generally available in trade publications or on the Internet or in *Sport Aviation/Sport Pilot* is not replayed in the Club's Newsletter.

Tie Downs

1. The basic tie-down space area is a 30' deep by 40' wide area of land.
2. All tie-down members shall be required to cut the grass and maintain their respective areas.
3. One and only one aircraft shall be allowed on a tie-down space.
4. Grass must be cut at least four (4) to five (5) times during the summer season.
5. Rents for space may be paid monthly or by the year in advance.

Hangar Ownership

Hangar ownership is a crucial element in the long-term health of Old Orchard Airpark. Hangar ownership represents a significant financial commitment for the builder/owner and, taken collectively, also represents the major source of operating income for the Club. Thus, the Club has approached hangar ownership in a more formal manner to ensure that both the owners and the Club may enjoy a stable, equitable and legal relationship and that the conditions under which the hangar may be sold or 'passed on' to an heir are fully understood.

Those members desirous of constructing/owning (purchasing) a hangar or portion thereof must be at (or upgrade to) Full Member with Hangar Privileges. All owners/co-owners must execute a hangar owner sub-lease among themselves, the Hudson Valley Hornets, and the Hudson Valley Flyers (the Landowner).

The sub-lease, as well as the Constitution Document (specifically page 17 of 22 under Rules and Guidelines) discuss the requirements, responsibilities, and penalties for non-compliance. The prospective builder(s)/owner(s) are directed to these documents for more in-depth information.

Perhaps the most vital aspect to hangar construction/ownership is that the prospective builder(s)/owner(s) should be prepared to work very closely with the Executive Board to gain internal approval and then with the Plattekill Building Department to obtain formal authorization to begin construction or to modify an existing structure.

Prohibition on Commercial Use

Old Orchard Airpark operates according to Town of Plattekill Zoning Board requirements. The zoning authorizes "outdoor recreation and club activities". No part of our operation is permitted to engage in commercial activity. This means no flight instruction, no rides-for-hire, no businesses may be run on the airpark grounds, and so forth.

Club Records

All Club official records have been organized and stored under lock and key. Any member who desires to exam any original document need only contact the President to make arrangements. Club financial documents, including receipts, are stored separately in the "Treasurer's File". The Club files consist of the following:

- Hudson Valley Flyers - Hudson Valley Hornets Original Lease dated 1999
- Hudson Valley Flyers Constitution - Copy
- Hudson Valley Hornets Constitution
- Hudson Valley Hornets Constitution - original format dated 2004 (confirms accuracy)
- HVH Appendix to Constitution - running summary of votes taken during regular meetings.
- Building Loan Payback Schedule (7 year loan from members for Clubhouse construction).
- Declarations of Hangar Ownership (now superseded by new sub-lease)
- Documents of Understanding
- Clubhouse Furniture records
- Well Log/Well Info
- Septic System
- Clubhouse Certificate of Occupancy
- Clubhouse Building Plans
- Clubhouse Survey
- Hangar Survey
- Hornets 2003 History Files (assorted subjects)
- 2003 General meeting minutes
- 2004 General meeting minutes
- 2005 General meeting minutes
- 2006 General meeting minutes
- Miscellany - Pre-2005
- Meeting Agendas 2004
- Meeting Agendas 2005
- Meeting Agendas 2006
- BOD Meeting Minutes pre-2005
- BOD Meeting Minutes 2005
- BOD Meeting Minutes 2006
- BOD Agendas pre-2005
- BOD Agendas 2005
- BOD Agendas 2006
- Communications with Members pre 2006
- Comunications with Members 2006
- Newsletters pre 2004
- Newsletters 2004
- Newsletters 2005
- Newsletters 2006
- Work Hours Process and Summaries

Local Phone Numbers for Plattekill Town Contacts
Emergency Phone Tree
Membership Applications Archives
Membership Listing
Discretionary Budgets
Fixed Expense Budgets
Hangar/Tie Down Process
Hangar Site Assignment Process
Budget Process
Membership Process
Membership/Data Manager Position
Development Manager Position
Space and Fees Manager Position
Equipment Manager Position
Maintenance Manager Position
Shop Manager Position
Clubhouse Manager Position
Hangar Owner Emergency Contact Information
Monthly Financial Summary Copies
Provisional Members In-Process
Space and Fees Records
Insurance Information
Development Plans
Maintenance Plans
FAA/DOT Documents
OOA Start-up Cost Documentation
2005 through 2009 Financial Model and Outlook
Shop Rules and Guidelines
Planning Board Files including approved Final Site Plan
NYS Homeland Security Airport Registration File
Proof of Tax Payments from Hangar Owners - 2006
Attendance Book for General Monthly Meetings