

**Lenoir Aviation Club, Inc.  
P.O. Box 220  
Lenoir, NC 28645**

### **Instructions for Membership Application**

- 1. You must fill out a membership application, credit application and membership status card (from membership package attached).**
- 2. Review the attached membership package carefully. It will be required that you fully understand and agree to abide by the club rules and by-laws. By completing and submitting this membership application you are stating that you have accepted these terms and will be held accountable.**
- 3. Attach your remittance for the annual dues to the application, credit application and membership status card. Currently annual dues are \$200.00, which are due in January. New members joining on or after February 1st shall pay a pro-rated amount equal to \$16.67 per month for the remaining number of months in the year. Old members rejoining club will pay full dues regardless of date rejoining.**
- 4. Mail the application with your check to:  
You may also give your application to any club officer.**

**Lenoir Aviation Club, Inc.  
P.O. Box 220  
Lenoir, N.C. 28645-0220**

- 5. After a credit and reference check is conducted, you will be notified when to attend the next Executive Board meeting.**
- 6. If your application is denied, your check will be returned to you.**
- 7. Questions regarding the application form or membership package should be directed to any club officer. Contact information is enclosed in the membership package on the club officers page or they may be submitted by email to [lenoiraviationclub@lenav.org](mailto:lenoiraviationclub@lenav.org).**

For use by LAC executive board: (enter date)

Appl. Rec.: \_\_\_\_\_ C.R. Ordered: \_\_\_\_\_ Credit Accept: \_\_\_\_\_ Board Action: \_\_\_\_\_  
Membership Action: \_\_\_\_\_ Dues Paid: \_\_\_\_\_ Club I.D. Number: \_\_\_\_\_

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**Lenoir Aviation Club, Inc.**

**Membership Application**

Name \_\_\_\_\_ Phone \_\_\_\_\_ Work/Cell \_\_\_\_\_

Address \_\_\_\_\_ Occupation \_\_\_\_\_

Employer and Address \_\_\_\_\_

Email address for Billing & News \_\_\_\_\_

Airman's Certificate held \_\_\_\_\_ Certificate # \_\_\_\_\_

Ratings \_\_\_\_\_

Have you ever had an aviation accident, FAA violation, insurance cancellation or refusal?

No \_\_\_\_\_ Yes \_\_\_\_\_ (explain a yes answer in full on back)

I learned about "Lenoir Aviation Club" from

\_\_\_\_\_

Type Aircraft owned \_\_\_\_\_ Approx. flight hours logged \_\_\_\_\_

Checked out in the following type aircraft: \_\_\_\_\_

Two Personal References: (One must be a current Lenoir Aviation Club Member)

\_\_\_\_\_

\_\_\_\_\_

Last two home bases and contact numbers for reference:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

I understand that before I can become a member of the Lenoir Aviation Club, Inc. my application must be accepted by the current club membership at a regularly scheduled meeting. I further agree that if I am accepted as a member of the Lenoir Aviation Club, Inc. I will abide by the regulations of the club, take part in the club activities, and pay any bills owed to the club when due. Additionally, I do hereby authorize the Lenoir Aviation Club, Inc. officials to conduct a full reference and credit check.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Additional Comments:

SS# \_\_\_\_\_ (for credit check only, then remove from application)

**Lenoir Aviation Club**  
Confidential Credit Application & Review Authorization Form  
Credit Reviews handled by:  
**D.D. Suddreth Furniture Co. Inc.**

FULL NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ AGE: \_\_\_\_\_

SS# \_\_\_\_\_ ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

ST: \_\_\_\_\_ ZIP: \_\_\_\_\_ HOW LONG AT THIS ADDR?: \_\_\_\_\_ PHONE(HOME): \_\_\_\_\_

PREV. ADDRESS: \_\_\_\_\_ DRV LIC # / ST. \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ EMPL ADDR: \_\_\_\_\_ EMPL PHONE: \_\_\_\_\_

For the purpose of securing credit from you, i make the above representations and i certify that the above information is true and complete to the best of my knowledge. I further certify that i have attained the age of 18. You are authorized to check my credit history and employment and to answer questions about your credit history and employment and to answer questions about your credit history with me.

PLEASE PRINT NAME: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Lenoir Aviation Club, Inc.**  
**P.O. Box 220**  
**Lenoir, NC 28645**

**MEMBERSHIP PACKAGE**

(revised 8-28-2019)

**Contents**

1. Contents List (1 page)
2. Membership Status Card (1 page)
3. Introduction Letter (1 page)
4. General Operating Rules (2 pages)
5. Aircraft Flying Rules (2 pages)
6. Amended Club Flying Rules for Club Aircraft (1 page)
7. Airport Rules/Air and Ground (2 pages)
8. Hangar Tie-down Rules (2 pages)
9. Rules for Guests who fly into Lover Creek Airport
10. By-Laws (6 pages)
11. Executive Board List (1 page)

STATUS CARD INFORMATION  
MEMBERSHIP  
INSURANCE  
INSTRUCTOR

PROPERTY OF - LENOIR AVIATION CLUB  
P.O. BOX 220  
LENOIR, N.C. 28645

NAME \_\_\_\_\_ ACCT# \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_  
PHONE (\_\_\_\_) \_\_\_\_\_  
OCCUPATION \_\_\_\_\_  
DATE OF BIRTH \_\_\_\_\_  
PILOT CERTIFICATE # \_\_\_\_\_ ISSUE DATE \_\_\_\_\_  
MEDICAL CERTIFICATE CLASS \_\_\_\_\_ ISSUE DATE \_\_\_\_\_  
LAST BFR, FAA CHECK RIDE, WINGS \_\_\_\_\_ ISSUE DATE \_\_\_\_\_  
LAST 90 DAY STUDENT ENDORSEMENT \_\_\_\_\_ ISSUE DATE \_\_\_\_\_

**I AGREE TO THE FOLLOWING**

- 1- The following information is correct.
- 2- I will abide by all by-laws, operating rule, procedures, policies and resolutions of Lenoir Aviation Club, Inc.
- 3- I will not violate any local, state or federal laws while on LAC property or with club property off the premises.
- 4- I will update the status card yearly or as changes occur.
- 5- I will take the mandatory check ride with a LAC-CFI covering traffic pattern and airport procedures. This applies even if you fly your own aircraft and regardless of any certificate or rating.
- 6- I am liable for any damages not covered by insurance and also the deductible amount in the event of an accident.
- 7- I have received a sign-off by a LAC-CFI in the same make and model as the club aircraft before I fly them.
- 8- If a student pilot, to solo, I must have a current 90-day endorsement from a LAC-CFI and will abide by the limits he sets. Student pilots are responsible for checking the 90-day date before flying.

CERTIFICATES	RATINGS	HOURS LOGGED
NONE _____	ASEL _____	TOTAL TIME _____
STUDENT _____	AMEL _____	C-150 _____
RECREATION _____	INSTRUMENT _____	C-172 _____
SPORTS _____	GLIDER _____	FIXED GEAR _____
PRIVATE _____	SEAPLANE _____	RETRACTABLE _____
COMMERCIAL _____	ROTORCRAFT _____	MULTIENGINE _____
INSTRUCTOR _____	OTHER _____	OTHER _____
ATP _____	OTHER _____	OTHER _____
OTHER _____	OTHER _____	OTHER _____

INSTRUCTOR CERTIFICATE# \_\_\_\_\_ ISSUE DATE \_\_\_\_\_  
INSTRUCTOR TWO YEAR RENEWAL/EXPIRATION DATE \_\_\_\_\_  
INSTRUCTOR RATINGS CFI \_\_\_\_\_ MULTI \_\_\_\_\_  
INSTRUCTOR RATINGS CFI-I \_\_\_\_\_ MULTI-I \_\_\_\_\_  
OTHER \_\_\_\_\_ OTHER \_\_\_\_\_  
OTHER \_\_\_\_\_ OTHER \_\_\_\_\_

**ITEMS REQUIRED TO BE A LAC APPROVED CFI**

- 1- MUST BE A CLUB MEMBER TO INSTRUCT
- 2- COMMERCIAL CERTIFICATE
- 3- INSTRUMENT RATING
- 4- INSTRUCTOR CERTIFICATE
- 5- THIRD CLASS MEDICAL

IN ORDER TO FLY OR INSTRUCT IN LAC AIRCRAFT THIS CARD MUST BE FILLED OUT, SIGNED, DATED AND BE ON FILE WITH VALID CURRENT DATES ON ALL CERTIFICATES AND SIGN-OFFS. PHOTO COPIES OF (6) ITEMS ARE REQUIRED TO BE ON FILE. THIS STATUS CARD, FLIGHT REVIEW, MEDICAL (BOTH SIDES FOR STUDENT PILOTS), ALL CERTIFICATES (BOTH SIDES), SIGN OFF IN TYPE AIRCRAFT, 90 DAY ENDORSEMENT FOR STUDENT PILOTS. INSTRUMENTS MUST SIGN THE 90 DAY ENDORSEMENT LIST FOR STUDENT PILOTS HANGING BY THE REAR DOOR. (LEFT SIDE). THIS WOULD BE ACCEPTABLE INSTEAD OF MAKING PHOTO COPIES OF EACH 90 DAY SIGN OFF.

YOU MAY MAIL THE PHOTO COPIES TO THE ADDRESS ABOVE OR PUT THEM IN THE PILOT DATA DEPOSIT BOX LOCATED BY THE REAR DOOR. (RIGHT SIDE). IF YOU MAIL THEM, MARK THE OUT SIDE OF THE LETTER ATTENTION AIRCRAFT CHAIRMAN. (GETS IT TO THE PROPER DEPARTMENT). IF YOUR SOCIAL SECURITY NUMBER IS YOUR CERTIFICATE NUMBER, BLACK IT OUT WITH A PERMANENT MARKER ON THE COPIES YOU ARE RETURNING TO THE CLUB. DO NOT WRITE THE NUMBER IN THE SPACE ON THE STATUS CARD, JUST LEAVE BLANK. ANY INDORSEMENTS GIVEN TO YOU BY SOMEONE USING THEIR SOCIAL SECURITY NUMBER AS THEIR CERTIFICATE NUMBER, BLACK THOSE OUT AS WELL PERMANENTLY MARKED.

IF YOU HAVE HAD AN ACCIDENT, FAA VIOLATION, INSURANCE CANCELLED OR REFUSED WITHIN THE LAST SEVEN YEARS, EXPLAIN IN THE SPACE BELOW AND BACK OF THIS FORM. IF YOU HAVE NOT JUST CHECK NO \_\_\_\_\_.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

AIRPORT CHECK RIDE CFI \_\_\_\_\_

**Lenoir Aviation Club, Inc.**  
**P.O. Box 220**  
**Lenoir, NC 28645**

**INTRODUCTION**  
(Amended 01-02-01)

The Lenoir Aviation Club is a non-profit corporation organized on February 9, 1954 for the purpose of aviation advancement and education in Caldwell County, and to bring to the people of this area the advantage of aviation at the most economical rates possible.

In order to meet these objectives, the club provides trainer aircraft and instruction at a nominal cost, clubhouse facilities, and a unique airport in which we take great pride for the enjoyment of all club members. We also provide fuel at a reasonable price to club members. Hangar and tie-down sites are subject to the assignment policy and availability.

All members are urged to attend both regular club and executive board meetings.

Regular club meetings are held on the first Monday of each month at 7:00 p.m. in the clubhouse. The purpose of these meetings is for the timely discussion, passage of club business, education, and general aviation. Each person that is a full dues paid member in good standing may vote at regular club meetings.

Executive board meetings are held on the third Monday of each month at 7:00 p.m. at the clubhouse. The purpose of these meetings are for the timely discussion, passage and processing of club business by the Executive Board. As provided for in the By-Laws, only board members may vote at Executive Board meetings, but any club member may attend the meetings.

Each member of the club is a full partner in the corporation, and we want everyone who is a member to be an active part of it. This club is not organized for profit, but for fellowship in aviation.

We are interested in all prospective members who have an interest in aviation, such as students, prospective students, pilots or those who just enjoy airplanes.

The officers and members of this club want to provide encouragement and help in the advancement of our members in their aviation endeavors and enjoyment.

Lenoir Aviation Club policy in matters of membership and operational policy does not discriminate on the basis of race, sex, color, creed, religion, national origin, age, handicap or sexual orientation.

**Lenoir Aviation Club, Inc.**  
**P.O. Box 220**  
**Lenoir, NC 28645**

**LOWER CREEK AIRPORT**  
**CLUB OPERATING RULES AND PROCEDURES**

Facilities keys are issued to members of the Lenoir Aviation Club whose dues and bills are paid in full. Upon receiving a key to the facilities, the member assumes the following responsibilities:

1. The lock on the main gate at the road should be re-locked to the gate after opening. This will prevent any unauthorized person from removing the lock from the premises
2. If a member is going to be flying while no one is present to watch the premises, the clubhouse should be locked.
3. Sometimes in the late evening you may find members' cars will be left in the parking lot with no one present. In this case, as you are leaving the premises the main gate should be locked (often members will be on overnight trips and will not be returning for several days). This will insure that we do not have "unwanted" visitors on the property.
4. If you are the last person leaving the premises you are responsible for the following:
  - A. Both fuel pumps should be turned off and the door locked on the fuel pump switch box.
  - B. The clubhouse furnace should be turned down or the air conditioner turned off.
  - C. Ensure that the telephone is locked up to prevent unauthorized use.
  - D. Windows and doors should be shut and locked.
  - E. Field gates should be closed and locked.
  - F. The gate at the road should be closed and locked.

Club members are expected to help maintain the facilities by cutting grass, keeping the clubhouse clean, hauling trash, and performing other duties as required. Work days will be scheduled for larger projects on an as needed basis. If you cannot attend, do something on your own.

**Lenoir Aviation Club, Inc.**  
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**CLUB OPERATING RULES AND PROCEDURES**  
(amended January 2, 2001)

1. If you damage the facilities in any way, you are expected to notify the facilities chairman at once. If you do not repair reported damage within two weeks, the committee will have the damage repaired and you will be billed for all costs of the work.
2. All motorized vehicles, including golf carts, lawn mowers, scooters, motorcycles and cars must stay on the roadway provided. The grass portion of the runway is for aircraft only.
3. The discharging of any firearms, slingshots or any type of propelled projectile is banned on club property. Anyone caught doing so will be expelled from the club.
4. A member in an individual and each person who desires a vote and use of the club aircraft must be a full dues paid member.
5. The clubhouse will be smoke free.
6. Members should report any damage or problems with club property to any officer of the club.
7. The storage of gasoline on the field or hangars is prohibited. A limit of two five gallon containers of gasoline per member is allowed for mowing, ultra-lights etc.
8. The storage of hazardous material on the field is prohibited.
9. Materials used in the repair or maintenance of aircraft shall be stored or disposed of properly. Used oil may be put in the storage barrels located at the fuel depot. No dumping allowed.
10. Only members may keep aircraft on the field.
11. A hangar site and tie-down directory will be posted in the club house.
12. A list of approved LAC-CFI will be posted in the clubhouse. Instructor qualifying cards may be obtained from any club officer.
13. The membership card should be filled out even if you do not fly club aircraft or if you own your own aircraft and hangar tie-down site. The club needs current addresses for members that do not fly.
14. Members are to abide by all By-Laws, operating procedures, policies and resolutions of the Lenoir Aviation Club, Inc.
15. Members are not to violate any federal, state or local laws while on Lenoir Aviation Club property or with club property off the field.



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## **Ammended Club Flying Rules for Club Aircraft**

**March 18th, 2002  
Revised January 1st, 2022**

**Following a report to the executive board by the aircraft committee, the following rulings were made by the executive board:**

1. Concerning the control or handling of the club aircraft keys, it was decided to leave things as they are, relying on the members holding keys to be responsible for being current and legal in all FAR's and club rules regarding use of the club aircraft.
2. Photo copies will be required for current certificates, medicals, bi-annuals, sign offs for each club aircraft and instrument currency. These copies will be kept in a confidential file and will be used to help insure all pilots flying club aircraft are current and legal to do so. Social Security numbers should be blocked out or removed prior to sending in your information for your security. It will be the members responsibility to maintain his or her file with current information as changes occur. The purpose of this file is to reduce the club's and member's liability in the event of an accident or claim.
3. It will be required that a minimum of 10 hours be logged as pilot in command in the previous 12 month period prior to the use of any club aircraft. Any pilot lacking sufficient time logged must be signed off by a club approved flight instructor prior to operating any club aircraft.
4. The aircraft chairman must approve all overnight use of club aircraft prior to departure.
5. Minimum hourly billings for overnight use of club aircraft has been changed. All overnight flights scheduled for Monday, Tuesday Wednesday and Thursday will carry a 1 hour minimum charge per day and all overnight flights scheduled for Friday, Saturday and Sunday will carry a 1 hour minimum charge. A day constitutes a 6 hour block of time that takes the club aircraft away from normal service and use. Extended day use of club aircraft that takes the club aircraft away from normal service and use may also constitute minimum hourly charges based on the schedule for overnight use.
6. Fuel purchased off the field will be reimbursed at the clubs auto fuel rate at the time of purchase with the balance per gallon being the responsibility of the pilot purchasing the fuel. All oil purchased off field for the club aircraft will be reimbursed in full.
7. Hourly rates on club aircraft have been changed as follows:

N9988V	\$115.00 per hour (Hobbs)
N82875	\$80.00 per hour (Tach)

The increases are due to rising insurance rates and fuel costs.

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LENOIR AVIATION CLUB FLYING RULES  
For Club Aircraft (Amended January 2, 2001)

1. The aircraft shall be registered in the name of Lenoir Aviation Club, Inc.
2. Insurance coverage for liability and property damage is provided by the club. In the event of an accident the pilot in command is responsible for the insurance deductible and any damages or charges not covered by the club insurance policy. For new member applicants, student pilots must be dues-paid members before they can begin flight instruction in the club planes. An introductory lesson or orientation flight is permissible, but not formal instruction. A perspective member is not covered by insurance and the instructor is responsible for any damages not covered while giving the orientation flight to the perspective member.
3. Club aircraft are available only to current, qualified members, who have on file the required member status card. The information on this card is to be updated at least annually and may be verified by any club officer.
4. The following conditions apply to club aircraft usage:
  - A. Each member must have completed a check ride covering airport operations with a club approved instructor.
  - B. The pilot must be a club member who has paid his or her dues in full.
  - C. Student pilots may fly only under supervision of a certified flight instructor. Students may not fly the club aircraft with a non-member pilot.
  - D. Aerobatics are allowed only as specified in the aircraft manual, and only as a part of the instruction regimen when accompanied by a certified flight instructor.
  - E. Overnight trips must average at least one hour of flight time per day for each day away and must not interfere with instruction/maintenance schedules.
  - F. Aircraft must be scheduled for **all** flights, on the schedule provided. When a scheduled appointment can not be met, it is the members responsibility to clear the scheduled time. Any member over fifteen minutes late for a scheduled time will lose the appointment.
  - G. It is required that each club aircraft be returned to the hangar with no less than one half fuel level in the fuel tanks.
  - H. All flights should begin and terminate at Lower Creek Airport when using club aircraft, unless circumstances require otherwise or unless it is cleared with the aircraft chairperson. If a club plane will be gone overnight, again the aircraft chairperson must be notified.

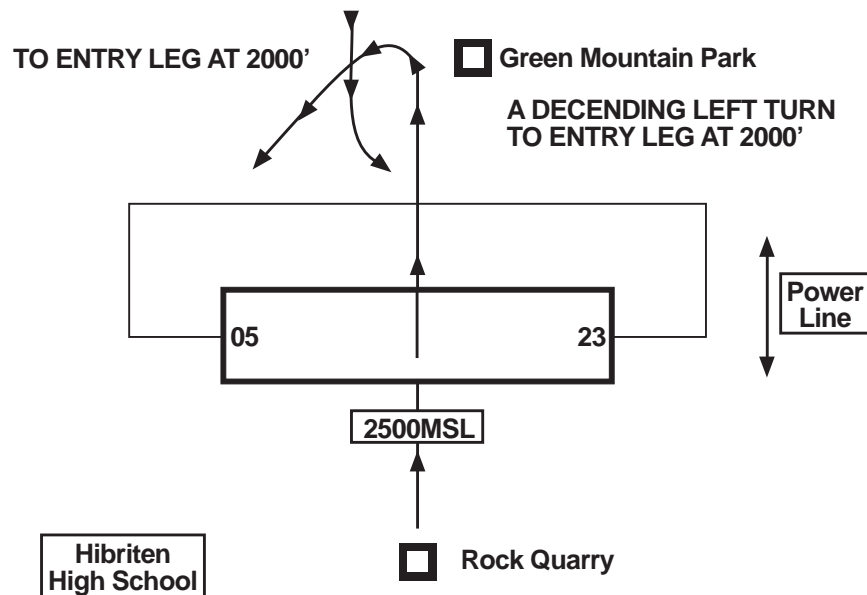
- I. Should a club aircraft be “weathered in” away from the airport, a meeting with the executive board may be requested to determine if the charges as outlined in section 4(E) above may be waived.
  - J. For those members that buy fuel or oil while on cross country flights, the club will reimburse the full amount bought off this field for our club aircraft.
  - K. Each pilot is expected to respect the club aircraft as if it were his/her own. This includes practicing good operational habits of seeing that all systems are working properly prior to, during and at the end of each flying session. Mechanical difficulties should be reported to the aircraft chairperson or any club official. It is expected that all personal gear be removed after each flight and that the proper paper work be completed. Show your pride of ownership! When putting an airplane in the hangar after a flight, do it with the thought that you might be the next person on the schedule to use it.
  - L. When anyone finishes flying a club aircraft; tie it down, lock the door and see that the aircraft is properly secured.
5. All club rental fees or other bills must be settled in full before the mailing of the second billing.
6. Members guilty of willful violation(s) of Federal Aviation Regulations or repeated violations of club rules are subject to loss of flight privileges for such period of time as the Executive Board may determine.

**LENOIR AVIATION CLUB FLYING RULES FOR AIRCRAFT OWNERS**  
(amended January 2, 2001)

- 1. Pilots must have on file the required membership status card. The information on the card is to be updated at least annually and may be verified by any club officer.
- 2. Pilots must have completed a check ride covering airport operation with a club approved instructor.
- 3. The pilot must be a club member who has paid his/her dues in full.
- 4. Student pilots may fly only under supervision of a certified flight instructor. Students may not fly their aircraft with a non-member pilot.
- 5. Bills must be settled in full before the mailing of the second billing.
- 6. If you let someone fly your plane, that person must also be a member of Lenoir Aviation Club.

LENOIR AVIATION CLUB, INC. TRAFFIC PATTERN PROCEEDURES  
(amended January 2, 2001)

1. Pilots must use radio communications if available on 122.9 when arriving or departing the pattern area. Be alert for non-radio equipped aircraft in the air or on the ground.
2. Be alert for possible glider or ultra-light operations.
3. A right pattern is flown for 23, a left pattern is flown for 05.
4. No straight downwind entries are permitted.
5. Traffic arriving from the Hibriten side of the field should proceed from the rock quarry area and cross the field at 2500'. From the Green Mountain Park area begin a descending left turn to entry leg at 2000'. Traffic arriving from the Green Mountain Park side of the field should approach from the southwest side of Green Mountain Park to entry leg at 2000'. Maintain 2000' on downwind for either runway until you are ready to turn base leg. Base leg for runway 05 should be made by turning directly toward Hibriten School. On final follow the natural bottom land and try not to go directly over any housing development.
6. Take offs are generally made on 23 because of the more favorable terrain. On departure follow the natural bottom and try not to go directly over any housing development. If you are doing pattern work, climb to 2000' before turning right crosswind for 23.
7. ***Night operations require extreme caution!!! Hazardous terrain exists!!! Do not fly the normal traffic pattern at night. Do not attempt night operations at Lower Creek Airport until you have been taken the mandatory check ride with a LAC-CFI.*** Landings are made only on runway 05, with a straight in approach from the Belks area at 2000'. Be sure to stay clear of the protruding ridge on the Hibriten side of the approach leg as you near the runway. Night landings are prohibited on runway 23. Take-offs are made only on runway 23, with a straight out departure to the Belks area. Immediately after take off, be sure to stay clear of the protruding ridge on the Hibriten side of the departure leg. Climb out to a safe altitude before turning. Night take-offs are prohibited on runway 05. To activate the runway lights, key your transmitter three times on 122.9 and they will remain on for approximately 15 minutes.
8. ***Lower Creek is a restricted private use airport. Use at your own risk!!!***

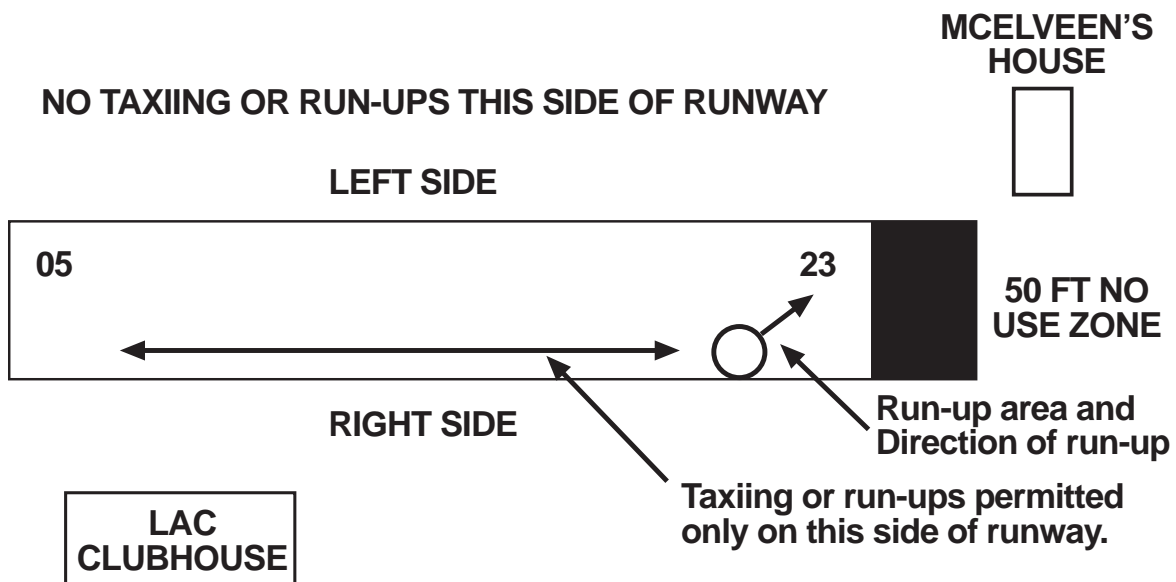


**Lenoir Aviation Club, Inc.**  
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**AIRPORT OPERATING RULES AND PROCEDURES**  
(amended January 2, 2001)

1. No skydiving at Lower Creek airport.
2. Any Club member who has at least 20 hours logged or a past pilot's certificate will be allowed to fly an ultra-light at Lower Creek airport.
3. Ropes must be attached to the hangars that house planes that must be hand-propped.
4. Pilots must use radio communications if available on 122.9 before taxing. Be alert for non-radio equipped aircraft in the air or on the ground.
5. Be alert for glider or ultra-light operations.
6. Taxi on the right side of the runway as much as conditions permit. Taxing and run-ups are prohibited on the left side of the runway.
7. Do run-ups with the prop wash directed away from McElveen's house.
8. Stop short 50 ft. from the end of the runway for run-ups and takeoff.
9. If conditions do not permit taxiing on the right side of the runway, do your run-up at your hangar or at the clubhouse ramp.
10. Safety has priority, if conditions dictate deviation from any rule, the pilot in command has the authority to do so in the interest of safety. He/she should be prepared to explain his/her actions. Adverse conditions examples, high winds, ice or snow or soft field.
11. All pilots must take a mandatory check ride with a LAC approved CFI covering traffic pattern and airport procedures prior to flying into or out of Lower Creek airport. This applies even if you fly your own aircraft and regardless of any certificate or rating held.

**NOTE: A LIST OF ALL LENOIR AVIATION CLUB APPROVED INSTRUCTORS IS POSTED IN THE CLUBHOUSE.**



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**PROCEEDURES FOR SELECTING HANGAR SITES**  
**Hangar/Tie-down Assignment Policy**  
**amended 09-07-93**

The request for hangar/tie-down sites should be made to the executive board in writing. The executive board will respond in writing within 60 days.

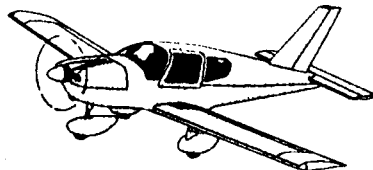
A sketch of the proposed hangar and a description of the materials to be used must be submitted to and approved by the executive board before starting actual construction.

Site width and hangar size are not fixed and may be built to size as approved by the executive board.

Hangars may be attached to existing hangars by agreement with present owners.

The club reserves the right to review hangar/tie-down assignments biannually.

The intent of this policy is to equitably provide hangar/tie-down sites to club members.



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SITE ASSIGNMENT AGREEMENT

The Lenoir Aviation Club assigns to \_\_\_\_\_  
the site # \_\_\_\_\_ to use for the purpose of storing their aircraft, either outside or in  
a hangar. It is the responsibility of the club member to meet the following requirements  
of the club to retain their site:

1. You must keep your membership current.
2. Hangar layouts must meet club construction requirements. (See Procedures for selecting hangar sites.)
3. The site is always the property of the Lenoir Aviation Club regardless of the investment made in the hangar, unless the land is leased to the club. See below.
4. Hangars or tie-downs on land leased by the club are subject to the loss of the lease. Site occupants *must* remove all improvements made on site and restore to original condition if land lease is terminated with our club.
5. The site assigned will revert to the club if the member should fail to meet the club requirements.
6. Hangars can be sold only to club members. All sale/exchanges must be submitted to the facilities chairperson so that new site assignment agreement(s) can be issued.
7. In regard to survivorship, refer to the club by-laws.
8. Exceptions must be approved by the Executive Committee.

Acknowledgements: Execute Two (2) copies. (1) LAC files, (1) Site Assignee

LAC President

LAC Executive Committee Member

\_\_\_\_\_

\_\_\_\_\_

Member assigned site

\_\_\_\_\_

Date: \_\_\_\_\_

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**RULES FOR GUESTS WHO FLY INTO LOWER CREEK AIRPORT**

1. Lower Creek Airport is a private, non-public airport to be used by general aviation only as a landmark or in an emergency.
2. Aviators landing at Lower Creek must be an invited guest of a current member in good standing or must be invited by the Club (except in emergencies).
3. Student pilots who are not members of the Club may not land at Lower Creek as guests.
4. Members are responsible for their guests' actions as though they were their own.
5. Guest aviators must be briefed on Airport Operating Rules and Procedures.
6. Guest aviators must be fully briefed on how to fly the standard pattern for Lower Creek, with special emphasis on noise abatement.
7. Guest aviators must be informed that they use Lower Creek at their own risks.
8. Club tie-downs may be used for one night when they are available. For more than one night, permission must be obtained from the Facilities Chairperson or the Club President.



**Lenoir Aviation Club, Inc.**  
**BY-LAWS**  
**Amended 02/16/97**  
**Amended 06/01/99**  
**Amended 12-12-05**  
**Amended 1-5-15**

**ARTICLE I: NAME**

**Section 1: The name of the organization shall be the Lenoir Aviation Club, Inc.**

**ARTICLE II: PURPOSE**

**Section 1: To encourage interest in aviation and the science connected with aviation in the community.**

**Section 2: To encourage, promote and provide education and training in aviation and the science connected with aviation by providing economical flying rates and instruction for members; to provide facilities for education and training in aviation.**

**Section 3: To provide for more people the benefits, recreation, and pleasure of flying activities.**

**ARTICLE III: MEMBERS**

**Section 1: Members shall be those individuals duly elected by majority vote by the membership at any regular meeting; must be present and pay dues or have absence excused by the executive board.**

**Section 2: any member may be suspended or expelled for cause deemed sufficient by two-thirds vote of the membership present at a regular or duly called meeting.**

**Section 3: Annual dues shall be \$200.00, due on January 1 of each year, and if not received by the March meeting, the member's name shall be dropped from the membership roster. First time applicants joining on or after February 1 shall pay a pro-rated amount equal to \$16.67 per month for the remaining months in the year.**

**Section 4: Individual accounts past due forty-five days shall be posted with dates and amounts; if necessary levy penalty of one and one-half percent or current interest rate; if deemed necessary taken to small claims court.**

## **ARTICLE IV: OFFICERS**

**Section 1: The officers of this club shall be a President, Vice-president, Secretary, and Treasurer.**

**Section 2: The officers shall be elected at the December meeting, and shall hold office for one calendar year or until their successors are elected and duly qualified.**

**Section 3: In the event of a vacancy of an office, the club shall fill the vacancy for the un-expired term at a regular meeting or at a special meeting.**

## **ARTICLE V: DUTIES OF OFFICERS**

**Section 1: The President shall preside at all meetings of the club and of the executive board. He shall be ex-officio member at all committees. He shall execute all conveyances, contracts and agreements authorized by the membership. He also shall render an annual report for the previous year and submit a proposed budget to the membership for approval at the January meeting. He shall obey all lawful orders of the club and administer all lawful orders of the membership.**

**Section 2: The Vice-president shall perform the duties of the President in the absence of the President and shall become the President for the un-expired term should the position be vacated. He shall perform all duties assigned by the President. He shall assist the Treasurer by performing certain duties as required by the Executive Board. He shall be the President-elect.**

**Section 3: The Secretary shall keep accurate records of the minutes of all general membership meetings of the club and executive board meetings. He shall maintain an up-to-date membership roster and conduct all publicity duties of the club unless otherwise assigned by the President.**

**Section 4: The Treasurer shall be the custodian of the club's funds. He shall deposit the same in such banking institution as the executive board shall authorize and the account shall be in the club's name. He shall submit a financial report at each regular meeting and a year-end report for the previous calendar year at the January meeting. The Treasurer shall conduct all financial matters of the club and shall co-sign all checks with the President. Accurate records shall be kept consistent with approved accounting procedures.**

**Section 5: Officers shall assume their duties on January 1st.**

## **ARTICLE VI: EXECUTIVE BOARD**

**Section 1:** There shall be an executive board consisting of four officers, the immediate past president, and the chairs of the standing committees. The executive board meets monthly on the third Monday at 7:00 p.m.

**Section 2:** Should the immediate past president serve as an officer or a standing committee chair, no vacancy shall be deemed to have occurred.

**Section 3:** Five members shall constitute a quorum in the board.

**Section 4:** The board shall be the grievance committee, and shall have original jurisdiction and power to settle and adjudicate all grievances and charges from which there shall be no appeal. All such matters shall be ratified by a two-thirds vote of the entire board membership. In the interest of creating harmony within the club and for the purpose of conflict resolution, grievances should be first brought before the executive board.

**Section 5:** All votes, except those related to section four, shall be by majority vote.

**Section 6:** The board shall carry out all lawful orders and instructions of the club.

**Section 7:** Operational procedures of the club shall be set by the board.

## **ARTICLE VII: STANDING COMMITTEES**

**Section 1:** There shall be the following standing committees: Facilities, Airplane, and Safety. The committee chairs shall be elected at the annual December meeting and shall hold the chairmanship for one calendar year or until their successors are elected and duly qualified.

**Section 2:** The Facilities Committee shall be made up of a committee chair and four members appointed by the committee chair, subject to approval by vote of the general membership at the January meeting.

**Section 3:** The Facilities Committee shall be responsible for the proper maintenance of existing facility to include runway, hangars, clubhouse and roads; and the construction of new facilities. The committee shall make recommendations to the executive board concerning facility proposals and finance. Any member wishing to construct a hangar must submit detailed plans in writing to the Facilities Committee and once approved must be completed within one year. Section 3 amendment approved 06/01/99. See attachment page 5.

**Section 4: The Airplane Committee shall be made up of a committee chair and four members appointed by the committee chair, subject to approval by vote of the general membership at the January meeting.**

**Section 5: The Airplane Committee shall oversee all phases pertaining to the club's airplane(s), to include the proper maintenance and use of the airplane(s). The committee shall also make recommendations to the executive board on financial matters related to the airplane(s).**

**Section 6: The Safety Committee shall be made up of a committee chair and four members appointed by the chairman subject to approval by vote of the general membership at the January meeting.**

**Section 7: The Safety Committee shall be responsible for seeing that club rules are complied with. It shall also be responsible for determining safety guidelines for airport operations. The Safety committee shall have the authority and responsibility to counsel any violators of club rules. The executive board shall have the authority and responsibility to discipline any violator(s) of these rules.**

#### **ARTICLE VIII: MEETINGS**

**Section 1: Regular membership meetings shall be held the first Monday of each month at 7 pm.**

**Section 2: Special meetings may be called by the president provided written notification to the membership has been postmarked five days in advance of meeting.**

**Section 3: The annual meeting shall be the regularly scheduled December meeting and shall be for the purpose of electing officers, executive board members and conducting routine business.**

#### **ARTICLE IX: ELECTIONS**

**Section 1: All elections shall be by ballot or voice vote as directed by the president.**

**Section 2: The officers and executive board members shall be elected by majority vote.**

**Section 3: In the event of a tie vote, the election thereon shall be decided by lot.**

## **ARTICLE X: AMENDMENTS TO BY-LAWS**

**Section 1: These by-laws may be amended at any regular or special meeting by a two-thirds vote of the members present and voting, provided notice of the proposed amendment has been given in the call for the meeting and notice was given at the previous regular monthly club meeting.**

**Lenoir Aviation Club, Inc.  
By-Laws Amendment Change  
Approved June 1, 1999**

### **Article VII - Section III**

**Survivorship clause of Hangar Site lease agreement**

**The hangars can be sold only to club members. In regard to survivorship, the spouse or executor administrator or designated heir will have twenty-four (24) months to dispose of the hangar or can apply for membership in the club and continue to retain the assigned site. The site will revert to club use if no action is taken within twenty-four months.**

- A. The club will advertise for 60 day an auction for its members.**
- B. The club will hold an open auction for members.**
- C. Only club members in good standing may bid in the auction.**
- D. Hangar will be sold to highest bidder.**
- E. Proceeds will revert to estate of the deceased member.**
- F. Before disbursement, the club will be reimbursed from the proceeds for expenses incurred.**

**By-Laws Amendment Change  
Approved December 12, 2005  
Article III - Section 3**

**Membership dues increased to \$200.00 per year.**

**By-Laws Amendment Change  
Approved January 5, 2015  
Article XIII - Section 1**

**Meeting time changed to 7:00 on first Monday of the month.**

**Notes are not part of the By-Laws**

**Note: Hangar site tie-down fee is \$1.00 per linear foot frontage. This is per the finance committee's list of measurements.**

**Lenoir Aviation Club, Inc.  
Executive Board Officers  
January 1st, 2022**

**President**

Joe Doll (828) 244-3080

**Vice President**

Wes Parlier (828) 238-4000

**Secretary**

Joe Brannock (828) 455-3789

**Treasurer**

Karl Lambert (706) 633-6137

**Committee Chairmen**

**Safety**

Jan Randle (615) 414-5787

**Facilities**

Rex Chamberlain (319) 431-8559

**Aircraft**

Steven Shirk (828) 919-9158