

# Monmouth Area Flying Club



## Rules and Regulations

Revision 5.1

December 23, 2025

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# REVISIONS HISTORY

Original.....August 12, 1991  
Revision 1.....August 19, 2019  
Revision 2.....October 16, 2020  
Revision 3.....January 25, 2021  
Revision 4.....May 1, 2021  
Revision 5.....December 16, 2025  
Revision 5.1.....December 23, 2025

**SIGNIFICANT CHANGES, REVISION 2**

<b>Reference</b>	<b>Description</b>
IV.7	Ferry flights: Explanation of how to account for Hobbs/Tach inaccuracies after maintenance vendor engine runs or flights.
VI.1.a.3	Operations, General: Specifies that a maintenance vendor pilot must have a commercial pilot license (Avemco insurance requirement).
VI.1.j	Operations, international operations: Expanded slightly; requirement for Ops officer approval.
VI.1.k	Seat belts: Shoulder harness require for taxi, takeoff, landing only; recommended all phases - aligns with FAR.
VI.1.m	Overwater: Same requirement for safety equipment, but Ops officer approval required.
VI.1.p.1.b	Normal fuel levels for refueling aircraft specified by type aircraft.
VI.1.u	Taxi only on paved taxiways designated on apt diagram.
VI.2.d	RON flights normally limited to seven days.
VI.3	Currency and proficiency: Requires 3 takeoffs and landings within 12 months in type aircraft (in addition to flight review requirements). This requirement prevents someone current in C-172 from flying a C-152, having not flown a 152 in years.
VI.3.c	Defines series of aircraft, N61WT being a separate series.
VI.3.g	Currency examples intended to make the rules clearer.
VI.6	Requires member to report regulatory deviations to the President.
VII.2	Eliminates the need for members to be familiar with aircraft record and inspection requirements.
VII.3	Specifies aircraft squawk and notification procedures.
VII.4	Crew Chief duties revised.
VIII.2	Officer duties: Organized consistent with Bylaws.

**SIGNIFICANT CHANGES, REVISION 3**

Reference	Description
VI.4.a	Currency and proficiency: Eliminates requirement for three takeoffs and landings in type aircraft within 12 months.
VI.4.a.7	Defines the progression of sophistication of MAFC aircraft for the purpose of MAFC Flight Review currency.
VI.4.b	Establishes 12-month interval for MAFC Flight Review for active flight instructors.
VI.4.c	Re-establishes that an FAA check ride for a new certificate or rating, an FAA flight review, or completion of a FAA Wings training program satisfies the annual flight review requirement. (Inadvertently excluded from Revision 2.)
VI.4.d.2.c	Requires the Chief Flight Instructor to designate active instructors.



**SIGNIFICANT CHANGES, REVISION 4**

<b>Reference</b>	<b>Description</b>
IV.2.e	Provides for a new member to resign within 30 days of Club membership initiation and after no more than two flights, and to have initiation fees refunded.
IV.5.e	Restores rules for a member to be granted Inactive Member status, which rules were inadvertently omitted in Revision 3.
IV.7	Establishes Honorary Member designation.
V.7.a	Simplifies the method of correcting Flight Circle Tach and Hobbs times after the aircraft is operated by a maintenance vendor.
VI.1.j	Restores rules for student solo flying, which rules were inadvertently omitted in Revision 3.
VI.1.q	Revises the standard for refueling C-152 aircraft to preclude exceeding max gross weight.
VI.3.d.1.b	Specifies FITS compliance for G1000 ground training course; requires the ground training course to be completed before beginning G1000 flight training.
VI.5.b	Requires a prospective Club instructor be a member of the Club for at least six months.
VIII.2.c.3	Note: Prohibits a Club instructor from being appointed Membership Officer.

## SIGNIFICANT CHANGES, REVISION 4.1

Reference	Description
*	Removed extraneous spacing from the document.
*	Made spacing after sentences consistent (i.e., double spacing).
*	Ensured reference to MAFC and the Club were consistent.
*	Replaced cross references to the document with actual cross references.
Table of Contents	Replaced the Table of Contents with a Word-generated index.
Revisions	Replaced lists of Significant Changes with tables.

**SIGNIFICANT CHANGES, REVISION 5**

<b>Reference</b>	<b>Description</b>
*	Numbered all paragraphs for easy reference.
*	Reorganized some paragraphs to be in the same section, by topic.
*	Replaced all references with dynamic links.
*	Added an Alphabetic Index to supplement the Table of Contents.
II.1	Added Our Purpose from our Incorporation document and our Bylaws.
II.2.a	Clearly defined when Sunday meetings are held.
II.2.b	Board of Trustees meeting is held on the second Thursday of the month.
III.1.c	Updated member administration responsibilities.
III.1.d	Updated instructor administration responsibilities.
III.2.a	Account numbers are no longer required on correspondence.
III.2.b	Enumerated new FlyMAFC.com emails for all correspondence.
IV.1	Included insurance requirements when assessing the membership limit.
IV.4	Established requirements for Flying Privileges.
IV.5-6	Separated “Inactive Status” into two paragraphs: going inactive and reactivating.
IV.5.d	Allowed for up to a 12-month extension of inactive status.
IV.5.e	Limited inactive status up to 24 months in a 60-month period.
IV.8.a.3	Repeated failure to pay expenses when incurred may be a cause for Termination.
IV.9	Codified Reinstatement to the Club after Resignation
IV.10	Codified Honorary Membership in the Club
V.1.a	Updated Approved Payment Methods
V.1.d.4	Updated Hobbs/Tach Conversion Factors
V.1.d.6.c	Clarified that transaction surcharges are also a member’s responsibility.
V.1.e	Updated how to send in receipts for reimbursement
V.3.a	Clarified that one’s balance should be zero (or negative) at the end of each day.
V.3.d	An unpaid balance in excess of \$100 may be cause for termination.
V.4	Clarify language regarding prepaid balances.
V.5.a	Increase minimum hours charged for long reservations by one (1) hour.
V.6.c	Converted text to a table and updated hours according to V.5.a.
V.7	Updated terms for members performing Maintenance and Engine Break-in Flights.
V.9.b	Added condition if member does not respond regarding a dormant account.
V.10.a	Explained the intention of fines.
V.10.b	Explained our process regarding fines.

<b>Reference</b>	<b>Description</b>
V.10.c	Updated the fine for “Failure to Report Damage” to \$500. Updated the “Overdue Balance” fee to reflect what is in Flight Circle (\$10).
VI.1	Reorganized existing content to bring “General” topics into single section.
VI.2	Reorganized existing content to bring “Ground Operations” topics into single section.
VI.2.e	Hand-propping an aircraft is no longer permitted.
VI.2.f.5-6	Added requirements for Cold Weather Operations
VI.3	Reorganized existing content to bring “Flight Operations” topics into single section.
VI.3.c	Members operating a club aircraft from the right seat must be approved by the Chief Flight Instructor.
VI.3.f	Spin training (even to attain ratings) is no longer permitted.
VI.3.j	Updated student pilot restrictions.
VI.4.a.2	Pilots must ensure the aircraft is refueled before checking in.
VI.5.d	Deleted paragraph on Backup reservations as this functionality was removed from Flight Circle. Only Club in Moved VI.9.a, Flight Instructor Contact and Scheduling to this section.
VI.7.d.1	Updated G1000 check-out requirements to be 75 hours total (from 100 hours PIC).
VI.7.d.3	Added N285DS check-out requirements.
VI.8.b	Updated Club Instructor requirements
VI.9.c	Added Club instructor restriction to aircraft in which one has been checked-out.
VI.9.f.4	Added expected participation by Club Instructors
VI.11	Combined Regulatory Deviations and Aircraft Incident paragraphs into a new section.

## SIGNIFICANT CHANGES, REVISION 5.1

Reference	Description
IV.5.c.2	Corrected statement regarding dues while on Inactive status.
IV.5.c.3	Clarified that Inactive members do not have flying privileges.
V.1.d.6	Clarified that MAFC does not pay expenses (other than fuel and oil) incurred at other airports.
V.10.c	Updated fee for overdue balance to \$10 to reflect what we have been charging in Flight Circle for many years. Removed “in addition repair” language from three fines that has not been enforced for many years.
VI.1.a.1	Clarified the meaning of “in good standing”.

## **I. PREFACE**

1. This document contains the annotated rules and regulations of the Monmouth Area Flying Club, hereafter referred to as "MAFC" or the "Club". The official rules and regulations are set in ordinary type; explanations, annotations, and references are set in *italic type*.
2. Amendments and changes are issued by the Club President, sent to members by e-mail and posted on the MAFC website.
3. Any communication required in writing below may be sent by e-mail to [leadership@flymafc.com](mailto:leadership@flymafc.com) or by postal mail (ATTN: Club Leadership).
4. Club Leadership refers collectively to the President and/or Vice President of the Club.

## II. GENERAL

### 1. OUR PURPOSE

- a) MAFC is an **IRS 501(c)7 social club**<sup>1</sup> formed “to own, lease and maintain one or more aircraft for the social, educational, transportation, and general use of the members of the Corporation and their families.” The Club promotes “the improvement of aeronautical skills, knowledge and education through the provision of facilities for flying for its members.”<sup>2</sup>
- b) A social club thrives through the participation of its members. Regular interactions between our members foster camaraderie, increase knowledge-sharing, and provide opportunities to further improve the Club for the benefit of its members.

### 2. MEETINGS

- a) **General Membership Meeting:** The MAFC President sets the date and time of General Membership meetings. The details of the next meeting are announced on the MAFC website or by e-mail. Typically, General Membership meetings are held at the Lakewood Airport on the third Saturday (or the Sunday following the third Saturday) of each month at 0900 Eastern Time. Members are encouraged to attend at least three (3) meetings in a calendar year.
- b) **Board of Trustees (BoT) Meeting:** Procedures for Board of Trustees meetings are established in the Club Bylaws. BoT meetings are normally held at 1900 Eastern Time on the second Thursday of each month. Members are welcome to attend BoT meetings. Trustees are expected to attend eight (8) BoT meetings in a year.

### 3. HOUSEKEEPING AND CLUB ACTIVITIES

- a) All members are required to participate in the upkeep of the Club. This includes participating in the periodic washing and waxing the aircraft and cleaning the clubhouse. Members are also expected to assist in Club administrative duties such as the newsletter, website design and maintenance, and on various committees such as Finance, Operations, Maintenance, Membership, etc. Members must treat Club equipment and facilities as carefully as they would treat their own.
- b) Members must leave the aircraft clean when finished flying by removing all personal belongings and trash items including paper, water bottles, food wrappers, etc. after each flight. Clean windscreen and other surfaces, as necessary.

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<sup>1</sup> <https://www.irs.gov/charities-non-profits/other-non-profits/social-clubs>

<sup>2</sup> Source: MAFC Bylaws

### III. ADMINISTRATION

#### 1. FLIGHT CIRCLE

- a) MAFC uses the [Flight Circle](https://flightcircle.com)<sup>3</sup> Aircraft Scheduling and Management system to schedule aircraft, manage member information, and track aircraft maintenance requirements and discrepancies.
- b) The Club maintains member records including:
  - 1) Medical certificate class and date, or Basic Med.
  - 2) Pilot certificate (category, class, and additional ratings).
  - 3) Aircraft check-out status by type.
  - 4) FAA and MAFC Flight Review dates.
  - 5) Name, address, telephone, e-mail address and emergency contact.
- c) Members must update Flight Circle to reflect any changes to personal information such as home address, e-mail address, phone numbers and emergency contact info. Each member is responsible for ensuring their qualifications and currency are up to date in Flight Circle.
- d) Instructors shall enter aircraft check-outs, flight reviews and certificate updates in the member’s Flight Circle section.
- e) Other member updates shall be e-mailed by the pilot or the instructor to the Operations Officer at [operations@flymafc.com](mailto:operations@flymafc.com) for inclusion in a member’s Flight Circle account.

#### 2. EMAIL ADDRESSES FOR MAFC

- a) Members should indicate their name in all correspondence with the Club.
- b) ***name@flymafc.com***

Name	Purpose
<a href="#">leadership</a>	For all communications to/from the most senior leadership of the Club (specifically, the President and Vice President of MAFC).
<a href="#">bot</a>	For all communication directed to the Board of Trustees.
<a href="#">member-support</a>	For all member questions, issues, or feedback regarding Flight Circle, payments, charges, etc.. This replaces <a href="mailto:mafc@optonline.net">mafc@optonline.net</a> .
<a href="#">finance</a>	For all member questions, issues, or feedback regarding the financial operations of the Club. (See V.1.e) below for Expense Reimbursement instructions.)
<a href="#">maintenance</a>	For all member questions, issues, or feedback regarding aircraft maintenance.
<a href="#">operations</a>	For all member questions, issues, or feedback regarding flight operations including aircraft downtime scheduling, supplies, inventory, etc.
<a href="#">membership</a>	Address to direct anyone inquiring about membership in the Club.
<a href="#">webmaster</a>	For any feedback regarding the <a href="http://FlyMAFC.com">FlyMAFC.com</a> website.

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<sup>3</sup> <https://flightcircle.com>



## **IV. MEMBERSHIP**

### **1. NUMBER OF MEMBERS**

- a) The BoT will assess the overall limit on the number of active members to ensure reasonable and fair availability of aircraft. Insurance may require that the BoT consider other factors limiting memberships (e.g., ratio of active students to active pilots).
- b) If this limit is reached, further applications will be placed on the membership waiting list. The applicant at the top of the list will be notified when an opening becomes available.
- c) The applicant notified must re-submit the application and submit the initiation fee to the Membership Officer within two weeks or the application will be moved to the bottom of the list.

### **2. NEW MEMBERS**

- a) The Board of Trustees has the sole authority to approve or deny an application. The Board approves all applications by majority vote of the trustees. A prospective member must submit a signed MAFC Membership Application form, which can be found on the Club website, [flymafc.com](http://flymafc.com). The Membership Officer will coordinate with the applicant to assign a mentor to assist the applicant's orientation to the Club.
- b) Prospective members shall attend two (2) Club meetings (General Membership meeting and/or Board of Trustees meeting). If the applicant has previous flight experience, they shall present flight logbooks and pilot certificates to the BoT.
- c) Prospective members shall provide evidence of membership eligibility, recent flight experience, current medical certificate, and a valid pilot certificate, if held. Note: Holding a pilot's license or current flying status is not a requirement for membership.
- d) Upon approval for membership, the applicant shall pay the New Membership charges as outlined in paragraph V.1.b) below.
- e) A new member may, within 30 days of membership initiation and after no more than two flights in Club aircraft, request to resign from the Club and have their initiation fees refunded. The request must be made in writing to Leadership and approved by majority vote of the BoT. The resigning member will be responsible for accrued dues payments, aircraft usage charges, and instructor fees.

### **3. PROBATION**

- a) New Club members shall be on probationary status for twelve (12) months.
- b) Probationary information and requirements are contained in the MAFC Probationary Member and Mentor's Handbook posted on the MAFC website. Failure to meet these requirements within the twelve (12) month probationary period shall result in the suspension of the Club member's flying privileges until the requirements are met and the BoT reaffirms membership status.
- c) When the probationary period is over, the probationary member's participation will be evaluated by the Membership Officer and the member's mentor. The Membership Officer will then make a recommendation for or against full membership to the Board of Trustees.

- d) The BoT will either grant or deny full membership by majority vote of the Board members.

#### **4. FLYING PRIVILEGES**

- a) The Club maintains a fleet of aircraft for the benefit of its members to pilot. To enjoy flying privileges, a member is required to have attended a meeting at least once in the past six (6) months.
- b) Meeting attendance will be discussed during the local flight review.
- c) The local flight review will not be recorded until meeting attendance within the past six (6) months has been confirmed.

#### **5. INACTIVE STATUS**

- a) Members who will not be flying for an extended period may request their membership be placed on inactive status for up to 12 months per request. At the end of inactive status, a member may extend the inactive status up to an additional 12 months following the same process.
  - 1) Reasons to request inactive status include, but are not limited to, temporary job transfer, attending college, medical issues, and military obligations.
  - 2) A member may be inactive up to (i.e., is limited to) 24 months in any 60-month period.
  - 3) A member attending college may be inactive up to 9 months in any 12-month period for up to 4 consecutive years.
  - 4) No inactive time limit applies to a member's inactive status due to military obligations.
- b) All requests to go inactive must be sent in writing to Leadership and must include the reason for the request and an estimated return date. The BoT will review the request and approve or deny it by majority vote. Leadership will notify the member of the BoT's decision within 30 days of the request.
- c) A member must pay their Club financial account in full before being approved for inactive status.
  - 1) Members requesting to go inactive and whose account has a credit balance may have it refunded upon request.
  - 2) Members monthly dues are reduced during inactive status.
  - 3) Inactive members do not have flying privileges.

#### **6. REACTIVATION**

- a) Members must reactivate their membership before the end of their requested inactive period.
- b) Inactive members who wish to become active again will notify Club Leadership in writing.
  - 1) If a member does not reactivate their membership before their inactive status expires, their membership may be terminated by written notice from Club Leadership.
  - 2) On request of the inactive member, the BoT, by majority vote, may extend inactive status to a maximum of an additional 12 months.

- c) Based on the BoT's majority vote, the member will be advised by Club Leadership in writing of their approval or denial to reactivate membership.

## 7. RESIGNATION

- a) Club Leadership shall be notified in writing of a member's intent to resign.
- b) Members wishing to resign must pay all outstanding dues, fees, and fines.
- c) Departing members may request a letter of good standing from Club Leadership to facilitate joining another flying club.

## 8. TERMINATION

- a) A Club member may be terminated by a majority vote of the BoT for any of the following reasons:
  - 1) The use of abusive, derogatory, or offensive language toward the Club, its officers, members, or vendors.
  - 2) Violation of Club rules or FAA regulations.
  - 3) Repeated failure to pay member expenses when incurred (i.e., the member must maintain a zero or negative balance in Flight Circle).
  - 4) Actions deemed detrimental to the best interests of the Club.
- b) The member to be terminated shall be notified in writing by certified mail, return receipt requested, of the BoT's intent to terminate and the reason(s) for termination. The member will be provided with at least two weeks' notice of the intended BoT action and will be provided with an opportunity during that time to appear before the Board to plead for continued membership.

## 9. REINSTATEMENT

- a) A member who resigned (see paragraph *IV.7 Resignation* above) may request reinstatement in writing to Club Leadership within five (5) years of resignation. This five-year period is reduced by the number of months of inactive status within the five years prior to the date of resignation.
- b) A member who has been terminated (see paragraph *IV.8 Termination* above) must apply as a new member (see paragraph *IV.2 New Members* above).
- c) The BoT may require the member to fill out a new application and/or attend a BoT meeting prior to making a decision on reinstatement of membership.
- d) **Reinstatement Fee:** The reinstatement fee is equal to 50% of the current Initiation Fee. If the request is made within six (6) months of resigning, the reinstatement fee is waived.
- e) Club Leadership will advise the member in writing of the BoT's approval or denial to reinstatement membership.

## 10. HONORARY MEMBERSHIP

- a) The BoT may grant honorary membership to former members who have made extraordinary contributions to the Club.

- b) Honorary members do not pay dues.
- c) Honorary members are welcome to attend Club events and will receive communications like an active member.
- d) Honorary members do not have flying privileges.

## V. FINANCIAL

### 1. REQUIRED PAYMENTS

- a) **Approved Payment Methods:** All payments to the Club shall be made by ACH Transaction or credit card; and, if necessary, check or money order (highly discouraged); cash will not be accepted.
  - 1) New members *must* setup automatic payments in Flight Circle, using ACH or Credit Card. Existing members *are strongly encouraged* to do the same.
  - 2) Payments by credit card will incur a surcharge to offset bank charges for credit card transactions.
  - 3) New Membership charges can only be paid for by check or money order.
- b) **New Membership Charges:** Each new member will be charged a non-refundable Initiation fee, the amount of which is set by the BoT and is listed on the Member Application Form. New Membership charges include the Initiation fee and two months dues, paid in advance.
- c) **Dues:** Members are required to pay monthly dues as set by the BoT. Dues must be received on or before the first of each month. If dues are not received on time, the member will be considered delinquent and subject to a fine and/or flying restriction as outlined in paragraph V.3, *Pay as you Go* below.
- d) **Aircraft Usage Fees** are based on Hobbs time. The current usage fees (dollars per Hobbs hour, dry) are posted on the Club website and automatically calculated in Flight Circle upon check-in after a flight.
  - 1) If the least-significant digit of a Hobbs or Tach meter is between digits, use the higher of the two digits.
  - 2) If a pilot notices a discrepancy between the Hobbs time observed at preflight and the Hobbs time recorded in Flight Circle, they should take a photo of the Hobbs and Tach meters (if able).
  - 3) After the flight, the pilot must notify the Operations Officer or other BoT member to have charges adjusted. If a BoT member is available at the time the discrepancy is discovered, that BoT member may be able to make the adjustment immediately.

- 4) If the Hobbs meter is inoperative for all or part of a flight, flying fees will be based on the Tach time multiplied by a conversion factor according to the following table.

Tail Number	Conversion Factor <sup>4</sup>
N4287Q	1.40
N93KK	1.43
N738NY	1.40
N61WT	1.29
N55804	1.21
N285DS	1.41

- 5) **Fuel Charges:** Fuel charges are automatically assessed at check-in as a separate line item. The charges calculated are the product of the following:

- a) Hobbs hours at check-in;
- b) The cost of fuel incurred by the Club (dollars per gallon); and,
- c) The average fuel rate of each aircraft averaged over the last 3-12 months.

This information can be found on each aircraft’s page in Flight Circle.

- 6) Members are responsible for all landing, parking, tie-down and pre-heat fees at airports other than Lakewood Airport (N12) and will not be reimbursed for these expenses.

- a) Landing and other fees should be paid as they are incurred.
- b) When stopping at an airport, the member must ask the airport operator to settle any fees incurred for the visit before departing. If an airport operator asks to mail the bill for fees incurred to the registered owner, the member must decline this option.
- c) Charges for landing fees or other airport fees received by the Club will be paid by the Club and added to the account of the member who incurred them. This includes any surcharges incurred as part of the transaction.

- e) **Reimbursements:** The Club reimburses fuel and oil purchases. A Member should note the purchase as an adjustment in Flight Circle during the check-in process after the flight. The member must e-mail a **clear, flat/rectangular, cropped, properly oriented picture** of the receipt to:

**TO: [monmouth\\_area\\_flying\\_club+expenses@assist.intuit.com](mailto:monmouth_area_flying_club+expenses@assist.intuit.com)**  
**CC: [finance@flymafc.com](mailto:finance@flymafc.com)**

## 2. BILLING PROCESS

- a) Members receive a Flight Circle account statement by e-mail, detailing account activity for the previous month.

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<sup>4</sup> Source: Flight Circle, [Aircraft Report](#), 01 October 2024 – 30 September 2025

- b) However, a member’s obligation for payments to the Club is not dependent on receipt of a statement.

**3. PAY AS YOU GO**

- a) Payment of dues or flying fees may not be deferred (i.e., at the end of each, your balance should be zero or negative).
- b) Dues must be paid on or before the first day of each month.
- c) Flying fees must be paid at the time they are incurred.
- d) If a member’s unpaid balance exceeds \$100, the President will send a letter and/or e-mail requesting immediate payment. If no payment and/or response is received within seven (7) days, the member will be considered for termination.

**4. PREPAYMENT**

- a) Members may pay for dues or flight hours (block time) in advance by depositing funds by check or credit card in their Club account to cover future charges.
- b) If a member’s account balance is sufficient to cover the monthly dues, the dues amount will be automatically deducted from the account.
- c) Flying fees may be charged against a member’s credit balance. (A credit balance appears as a negative balance in Flight Circle.)
- d) Members may prepay any amount at any time using an Approved Payment Method (see paragraph V.1.a) above.

**5. MINIMUM DAILY FOR USE OF AIRCRAFT**

- a) Minimum daily fees are established to ensure that the Club realizes reasonable revenue from an aircraft during periods of extended reservations.

Type of Day	Minimum (Hours per Day)
Weekdays <small>(not Federal Holidays)</small>	2
Weekends <small>(Saturday and Sunday)</small>	3
Federal Holidays	3

- b) A member who reserves a plane for five or more hours between the hours of 0800 and 2000 Eastern Time shall pay either the daily minimum flight hour fee (see below) at that aircraft’s rental rate, or the actual flight hour charges, whichever is greater.
- c) The minimum fee applies whether the aircraft is flown during any or all of the reserved period.

**6. MINIMUM FEES FOR REMAINING OVERNIGHT (RON) FLIGHTS**

- a) The minimum fee must be calculated on the RON request form in accordance with V.5, *Minimum Daily for Use of Aircraft* (above) for approval consideration.

- b) If, for any reason, the aircraft is expected to be returned after 0800 Eastern Time on a day later than approved, the pilot must advise the Operations Officer and reserve the additional time on Flight Circle; the pilot will incur further minimum charges for the extra day(s).
- c) Examples of minimum RON charges:

Reservation Start	Reservation End	Minimum Hours	Explanation
1000 Tuesday	1600 Friday	8	two hours each non-holiday weekday
0900 Friday	1500 Monday	10	two hours each for Friday and Monday; and, three hours each for Saturday and Sunday
1000 Tuesday	0800 Friday	6	two hours each for Tuesday through Thursday; and, no minimum charge for Friday since the aircraft is reserved only through 0800 on that last day
0700 Wednesday before Thanksgiving	2000 Sunday after Thanksgiving	13	four hours for Wednesday and Friday; and nine hours for Thursday (a Federal holiday), Saturday and Sunday
2000 Wednesday	1200 Friday	2	Zero hours for Wednesday since the reservation starts at 2000; Two hours for Thursday; and, Zero hours for Friday since the aircraft was scheduled for less than five hours between 0800-2000

**7. MAINTENANCE AND ENGINE BREAK-IN FLIGHTS**

- a) Members who fly Club aircraft to or from maintenance facilities or reposition aircraft between airports for the benefit of the Club will not be charged for the flight. The zero-charge Maintenance rate can be selected during Flight Circle “check-in.”
- b) Members who fly Club aircraft for the purpose of Engine Break-In will be charged 50% of the normal hourly rate. The 50% “Ferry / Break-in” rate can be selected during “check-in” for the flight in Flight Circle.

**8. AIRCRAFT REPAIR CHARGES**

- a) Authorization for repairs **MUST** be requested in advance from the Maintenance Officer.
  - 1) If unable to contact the Maintenance Officer, the member should contact the Club President.
  - 2) If unable to contact the Club President, then another BoT member must be contacted for authorization.
- b) Repair charges will only be approved for appropriate and reasonable charges.

**9. DORMANT ACCOUNTS**

- a) If a member has a credit balance in their account and has been inactive for two consecutive years, the President will notify the member that they have two weeks to inform the BoT of their membership intentions.
- b) Unless the member responds that they wish to continue their membership, their account balance will be refunded, and membership terminated.



**10. FINES**

- a) Fines are intended to motivate members to operate our aircraft safely and consider their fellow pilots when using our common aircraft. Fines should be considered motivational rather than punitive.
- b) Club policy is that we want to impose as few fines as possible — the objective is to promote compliance with the rules. We are happy to rescind a fine if it turns out to be unfair or unnecessary as determined by the BoT.
- c) Infractions and fine assessments are listed below.

<b>Fine</b>	<b>Infraction</b>
\$10	A debit balance equal to or greater than one month’s dues
\$25	Failure to properly sign-out an aircraft in Flight Circle
*	Failure to cancel an unused reservation (i.e., no show): *Amount equal to ½ the aircraft’s current hourly rate
\$50	Flying without a 6-month check-out and/or current medical. Flight privileges will be suspended in addition to the fine.
\$40	Taxiing aircraft on an unpublished taxiway
\$25	Failure to properly tie-down or secure an aircraft
\$50	Failure to turn off aircraft master switch
\$500	Failure to report damage to an aircraft

## VI. OPERATIONS

### 1. GENERAL

- a) No person may operate MAFC aircraft except for:
  - 1) Active MAFC members in **good standing**, meaning
    - i. Zero or credit (i.e., negative) balance in Flight Circle (see V.3, *Pay as you Go*, above)
    - ii. Attendance at meetings in the past six (6) months (see IV.4, *Flying Privileges*, above)
  - 2) FAA Flight Examiners or Inspectors, in the furtherance of MAFC activities.
  - 3) Commercial pilot rated maintenance vendor personnel, as necessary for maintenance purposes.
- b) All pilot qualification and currency requirements appropriate to a flight must be met by the MAFC member at the controls.
  - 1) An appropriately certificated non-member may serve as a safety pilot observer during simulated instrument flight.
  - 2) Members may NOT operate an aircraft under Instrument Flight Rules based on a non-member's IFR rating.
- c) Members may not operate a Club aircraft unless that person has reserved the aircraft and dispatched the flight in Flight Circle (see VI.5, *Scheduling* below). A member who dispatches an aircraft is responsible for that aircraft until it is returned, properly secured, and checked in on Flight Circle.
- d) No operations are permitted that are contrary to the provisions of the Club's insurance policy.
- e) **International Operations** must comply with the requirements of the country having jurisdiction.
  - 1) A member flying internationally will need an FCC radio operator's license as does the aircraft.
  - 2) Some jurisdictions may require evidence that the pilot is authorized to operate the aircraft, in which case the members should have the Operations Officer prepare an appropriate letter for the pilot(s).
  - 3) Members planning international flights should thoroughly review their flight plan, customs requirements, country clearance requirements and other preparations with the Operations Officer before the planned flight.

### 2. GROUND OPERATIONS

- a) Aircraft doors must be opened carefully so that they cannot be overextended and damaged by a strong wind.
- b) No MAFC aircraft is to be taxied on an unpublished taxiway. All MAFC aircraft must be taxied on an active and open taxiway as published on the airport's taxi and runway diagram. Damages will be the pilot's responsibility.

- c) MAFC aircraft may not take off except from an airport. In the case of an off-airport landing, the pilot must ensure that the aircraft is properly secured and guarded, and must immediately notify the Club President, Operations Officer, Maintenance Officer, or any BOT member. Club officials will determine how to retrieve the aircraft.
- d) Except for MAFC Club instructors and Maintenance Officers, no person is permitted to enter or exit a MAFC aircraft while the engine is operating.
- e) Hand-propping an aircraft is not permitted.
- f) **Cold Weather Operations:** In addition to cold weather procedures contained in a particular aircraft's pilot operating handbook (POH), the following procedures are prescribed:
  - 1) Engines **SHALL NOT** be operated when the outside temperature is below 10°F.
  - 2) When the outside temperature is less than 32°F (0°C) or the pilot determines that engine components are likely less than 32°F, proper cold weather techniques, including engine preheat, are mandatory.
  - 3) A member must be familiar with the preheating equipment and procedure techniques; Club instructors can provide check-out on use of the equipment.
  - 4) Moving the aircraft to a heated facility to expedite the warming process is appropriate and will be at the member's expense.
  - 5) The engine preheater **MUST NOT** be used to remove ice, snow, or frost from the wing or other aircraft surfaces.
  - 6) Wings, tail, and other control surfaces **MUST BE** clear of snow, ice, and frost before use of the aircraft.

### 3. FLIGHT OPERATIONS

- a) **Non-commercial:** MAFC aircraft shall be used for legal, non-commercial purposes **only**.
  - 1) Members may not perform operations that would require certification under FAR [Part 135](#) or [Part 121](#).
  - 2) MAFC aircraft or property shall not be used for any business or commercial operations.
  - 3) MAFC aircraft or property shall not be used for any illicit or illegal activity (e.g., transporting stolen merchandise or drugs).
- b) **Operating from the Left Seat:** Members flying as pilot in command must operate MAFC aircraft only from the left seat.
- c) **Operating from the Right Seat:** Only members recommended by the Chief Flight Instructor and approved by the BoT may operate club aircraft from the right seat.
- d) **Aircraft Mixture Control** must be maintained at least 50 degrees rich of peak during cruise flight. The manufacturers of the MAFC engines specifically prohibit operation at lean-of-peak. **OPERATIONS AT LEAN-OF-PEAK IS PROHIBITED** as it may void the engine warranty and/or the insurance.

- e) **VOR Checks:** Individual pilots are responsible for documenting VOR receiver checks.
- f) **Aerobatic Flight**, including intentional spins, is prohibited in MAFC aircraft.
- g) **Manipulation of Controls:** A member may permit a non-member to manipulate the controls under the member's supervision **EXCEPT FOR TAKEOFFS AND LANDINGS**. The member remains responsible for any loss or damage to MAFC aircraft caused by a non-member's actions.
- h) **Seatbelts:** All occupants of MAFC aircraft must wear seatbelts during all phases of flight. Shoulder harnesses, if available, must be worn for taxi, takeoff and landing, and are recommended for all phases of flight.
- i) **Unpaved Field Operations**
  - 1) Members who are not MAFC instructors must complete a soft-field check-out with an MAFC instructor before operating on unpaved fields.
  - 2) If soft-field operations result in mud, dirt, or grass on the aircraft, then the member is responsible for cleaning it promptly.
  - 3) Only C-172 aircraft **without wheel pants** may be operated into or out of unpaved fields.
- j) **Student Pilot Restrictions:** A student pilot member **may not:**
  - 1) Fly solo unless they have a student pilot certificate, a medical certificate, and a current logbook endorsement for solo flight from a MAFC instructor; the instructor will also make a solo flight entry in the student's Flight Circle "Aircraft Check-Outs" section.
  - 2) Fly solo between sunset and sunrise.
  - 3) Fly solo when the wind (including gusts) exceeds 15 knots or a crosswind component of 10 knots.
  - 4) Fly solo unless the plane has a working COMM/NAV radio and GPS.
  - 5) Operate solo at unpaved fields. (Students are permitted to operate at unpaved fields with an instructor.)
  - 6) Conduct Remain Over Night (RON) flights.

#### 4. POST-FLIGHT

##### a) Refueling Aircraft

- 1) The pilot must ensure the aircraft is refueled by FBO service personnel after each flight.
- 2) **Self-Service Refueling:** If the pilot determines that Lakewood FBO personnel will not be able to refuel the aircraft before the next flight (e.g., fuel truck out of service), the pilot will use the self-service pump to refuel the aircraft prior to tying it down. The pilot will charge the fuel to their personal credit card and apply for reimbursement at Flight Circle Check-in.

3) Normal refueling levels assumed by FBO refuelers are:

Tail Number	Fill To
N93KK, N4287Q, N738NY	Top-off
N61WT	The tabs <sup>5</sup>
N55804	The tabs
N285DS	Top-off

- b) Cabin covers, control locks, cowl plugs, and pitot covers must be put in place. Damaged or missing plugs or covers should be report to the aircraft’s Crew Chief.
- c) Aircraft must be chocked and securely tied down.
- d) Aircraft must be left clean and tidy. Used oil containers, paper, water bottles, etc. must be removed at the end of the flight.

## 5. SCHEDULING

- a) Members shall use Flight Circle to reserve aircraft. The Senior Flight Circle administrator grants Club members access to the system on initiation. Members should make reservations at least 24 hours in advance of the intended flight. Members canceling a reservation should do so at least 24 hours in advance of the reservation, if possible.
- b) Members requiring an aircraft for an FAA flight test will be granted scheduling preference. The examinee should consult with the Operations Officer if changes need to be made to the Flight Circle schedule, and they must notify any pilots whose reservations must be changed at least 48 hours in advance.
- c) Pilots should arrive at the airport at or before the scheduled time. If flying with an instructor, the instructor must be notified of the delay as soon as possible. Fines will be levied against Club members who do not show up for a scheduled flight and do not cancel the flight on time.
- d) **Flight Instructor Contact and Scheduling**
  - 1) MAFC **does not** provide ground or flight instruction.
  - 2) FAA certificated flight instructors approved by the BoT to instruct in Club aircraft or provide ground instruction are available only by direct arrangement between a member and an instructor.
  - 3) A list of Club approved instructors and contact information is maintained in Flight Circle.

## 6. RON (REMAIN OVERNIGHT) PROCEDURES

- a) If a member wishes to reserve an aircraft to remain overnight (RON) at an airport other than Lakewood Airport (N12), the member must request approval from the Operations Officer at least seven (7) days before the intended flight.

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<sup>5</sup> If N61WT is fully fueled, maximum gross weight limitations may be exceeded with more than two people aboard.

- 1) If the RON request is submitted less than seven (7) days prior to the intended flight, the pilot must contact the Operations Officer and advise him of the short turn-around required for the RON.
- 2) RON Request forms are provided on the MAFC website.
- 3) RON flights are normally approved for no more than seven (7) days.
- b) The member should verify the requested aircraft's maintenance and inspection status in Flight Circle when making the request. A member should call the Maintenance or Operations Officer to ensure their flight does not go beyond an aircraft's planned maintenance if in question.
- c) Minimum fees for extended or overnight use of an aircraft are specified in paragraph V.5, *Minimum Daily for Use of Aircraft* (above) in this document.

## 7. AIRCRAFT CHECK-OUTS

- a) No one may operate a Club aircraft unless they have been checked out in that type aircraft by a Club instructor. At the completion of the check-out, the flight instructor will endorse the pilot's logbook and enter the check-out in the appropriate section of Flight Circle.
- b) **Instrument Check-out:** A pilot who is instrument rated and wishes to fly the aircraft under IFR will conduct instrument training as part of their check-out, and the instructor will endorse completion of the instrument portion of the check-out in the pilot's logbook.
- c) **Night Check-out:** No one may operate a Club aircraft at night unless they have received a check-out at night with a MAFC instructor in the type of aircraft.
- d) **Special Check-out** requirements apply to the following aircraft:

### 1. G1000-equipped Aircraft (i.e., N61WT)

- i. A pilot intending to fly G1000 aircraft must have at least a private pilot license and have logged at least 75 hours of total time before beginning the G1000 training. However, pilots with less than 75 hours total time who have flown a significant amount of training in a technically advanced aircraft (TAA) may begin G1000 training upon the recommendation of the Chief Flight Instructor and written approval of the President.
- ii. Pilot must have successfully completed a FAA Industry Training Standards (FITS)-compliant ground course with an image of the completion certificate entered in their Flight Circle file prior to beginning flight training.
- iii. Check-out must include a minimum of five (5) hours flight time unless the pilot has logged a significant amount of PIC time in TAA, and a Club instructor determines him/her to be proficient.

### 2. Piper PA-28R-200 Arrow (N55804)

A pilot must have satisfied the following prerequisites (established by the Club's insurance policy) to check-out in the Arrow:

- i. Have at least a private pilot certificate, and
- ii. Have at least 100 hours of total logged flight time, and

- iii. Prior to acting as pilot in command, a pilot must have logged the following flight time in a PA28R-200 Arrow:
  - **Ten (10) hours**, if the pilot has logged less than 50 hours flight time in retractable gear aircraft, or
  - **Five (5) hours**, if the pilot has logged more than 50 hours of flight time in retractable gear aircraft, or
  - **One (1) hour**, if the pilot has logged more than 500 hours of flight time and more than 100 hours in retractable gear aircraft.
3. **Diamond DA40-180 (N285DS)**
  - i. A pilot intending to fly Diamond aircraft must have at least a private pilot license and have logged at least 100 hours of total time before beginning the Diamond training. However, pilots with less than 100 hours total time who have flown a significant amount of training in a Diamond aircraft may begin Diamond training upon the recommendation of the Chief Flight Instructor and written approval of the President.
  - ii. Check-out must include a minimum of five (5) hours flight time unless the pilot has logged a significant amount of PIC time in Diamond aircraft, and a Club instructor determines him/her to be proficient.

## **8. CURRENCY, PROFICIENCY, AND FLIGHT REVIEWS (FAA AND MAFC)**

- a) A member may not operate a Club aircraft as PIC unless they have all of the following:
  - 1) A Private Pilot or higher Airman Certificate or a student pilot under the supervision of a Club instructor
  - 2) A valid and current medical certificate or BasicMed
  - 3) Satisfied the FAA Flight Review requirements of [CFR 61.56](#)
  - 4) Successfully completed a MAFC flight review within the past six (6) months
  - 5) For Piper Arrow (N55804) pilots, successfully completed a MAFC flight review in the Arrow within the previous 12 months.
- b) A member serving as a **Club instructor** may not operate a Club aircraft unless they have all of the following:
  - 1) A valid and current CFI or CFII certificate
  - 2) Satisfied the FAA Flight Review (BFR) requirements of [CFR 61.56](#)
  - 3) Successfully completed a MAFC flight review within the past 12 months
    - a) If less than 10 hours instruction has been given to MAFC members within the past calendar year, the MAFC flight review must have been completed with the past six (6) months.
  - 4) Been recommended by the Chief Flight Instructor to instruct members in MAFC aircraft and approved by the BoT.

- c) An FAA check ride for a new certificate or rating, an FAA flight review, or completion of a FAA Wings training program satisfies the MAFC flight review requirement.
- d) **Piper Arrow Special Currency Rules (established by the Club's insurance policy)**  
Further, a member may not operate the Piper Arrow unless they have:
  - 1) **Within the past 180 days, flown at least three hours flight time** in a Piper Arrow; or
  - 2) Successfully completed a currency check-out (MAFC flight review) with instructor endorsement, within the last 45 days. (This requirement is established by the Club's insurance policy.)
- e) **Calendar Currencies** expire on the last day of the expiration month (e.g., a MAFC flight review completed on Jan 4 expires Jul 31).
- f) **Expired Currencies** must be regained with a MAFC Club instructor.

## 9. FLIGHT INSTRUCTION

- a) A CFI will not be considered for appointment as a Club instructor before they have been a member of the MAFC for at least six (6) months.
- b) A Club instructor may only instruct in Club aircraft in which they have been checked out.
- c) No person other than a MAFC instructor may give flight instruction in MAFC aircraft. An instructor who is not a member of the Club may fly in a MAFC aircraft as a passenger but may not instruct nor log instructor time.
- d) No person other than an MAFC member may receive flight instruction in MAFC aircraft.
- e) **Chief Flight Instructor**
  - 1) The Chief Flight Instructor is appointed by majority vote of the Board of Trustees. When the position of Chief Flight Instructor becomes vacant, the Club President will solicit applications from among the Club instructors.
  - 2) The Chief Flight Instructor shall:
    - i. Ensure that each MAFC Instructor meets FAA CFI and/or CFII currency requirements.
    - ii. Fly with, evaluate, and recommend for BoT approval prospective MAFC instructors.
    - iii. Designate which instructors are considered "active" for the purpose of assigning 12-month MAFC Flight Review interval (see paragraph VI.8.b) above).
- f) **Flight Instructor Duties**
  - 1) As part of a new member's initial aircraft check-out, instructors shall make sure that the member is familiar with this Rules and Regulations document; insurance provisions; and operating procedures, including Flight Circle reservation, dispatch, and check-in procedures, cold weather procedures, fueling, parking, and tie-down procedures.
  - 2) Instructors shall ensure that the member's pilot certificate (if a licensed pilot), medical certificate and other appropriate documents are posted to Flight Circle.



- 3) Instructors shall enter a pilot's currency information in Flight Circle immediately after conducting a FAA or MAFC flight review, or when a member presents an updated endorsement, pilot certificate or medical certificate.
- 4) MAFC Instructors are expected to participate in club activities and encourage other members to do the same.

## 10. FAA RAMP CHECKS AND STOPS BY LAW ENFORCEMENT

### a) FAA Ramp Checks

- 1) FAA inspectors are entitled to inspect a pilot's airman and medical certificates, and the aircraft's airworthiness and registration certificates at any time.
- 2) In case of requests for other information, such as aircraft maintenance or usage records, the inspectors must make a written request directed to Club Leadership.
- 3) **Members are not permitted to release Club aircraft records to anyone without the approval of the Club President or their designee.**

### b) Law Enforcement Stops

- 1) If approached by law enforcement, it is important that the member always remains courteous, respectful, and calm.
- 2) In general, there is no requirement to answer any questions. If members do answer questions, do so truthfully and succinctly; do not volunteer information.
- 3) Pilots are required, when requested, to provide to federal, state or local law enforcement their pilot certificate, medical certificate, photo ID and aircraft registration. Student pilots are required to provide their student pilot certificate, medical certificate, photo ID and logbook.
- 4) The AOPA provides a comprehensive guide for responding to law enforcement requests. As of the date of this document, it can be found [here](#)<sup>6</sup>. *A copy of the guide can also be found in the utility container in the baggage compartment of each Club aircraft.*

## 11. NOTIFICATION REQUIREMENTS

- a) **Regulatory Deviations:** In addition to complying with FAA and NTSB notification requirements, a member shall report aircraft incidents or regulatory deviations to the Club President, Operations Officer, or a BoT member as soon as possible.
- b) **Aircraft Incidents:** A Club member involved in an accident or off-airport landing must notify the Club President, Operations Officer, Maintenance Officer or another BoT member by telephone, text message or e-mail as soon as possible.

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<sup>6</sup> <https://www.aopa.org/-/media/Files/AOPA/Home/News/All-News/2013/June/CBPGuidelinesKneeboard.pdf>

## VII. MAINTENANCE

### 1. PILOT IN COMMAND (PIC) RESPONSIBILITY

- a) In accordance with the FARs, notably [FAR 91.7](#) and [FAR 91.213](#), each Pilot in Command is ultimately responsible for determining whether the aircraft is airworthy.
- b) Questions regarding the status of aircraft repairs should be directed to the Crew Chief, or the Club Maintenance Officer if unable to contact the Crew Chief. Individual members **shall not** contact a maintenance vendor.
- c) Only authorized and qualified maintenance technicians may install or remove aircraft components or accessories.

### 2. AIRCRAFT RECORDS

Aircraft records are maintained in accordance with [FAR 91](#), [FAR 43](#), and [NTSB 830](#), and include the following:

- a) Aircraft logbooks (including airframe, engine, avionics, and propeller logbooks) containing records, such as AD compliance records, that require long-term retention pursuant to [FAR 91.417\(b\)2](#).
- b) FAA required maintenance files containing records that must be retained pursuant to [FAR 91.417\(b\)1](#). The Club requires these to be retained for at least one year, even if the work has been repeated or superseded.

### 3. DISCREPANCY REPORTING

- a) If a pilot observes a problem or discrepancy with an aircraft, they must immediately contact that aircraft's Crew Chief or Assistant Crew Chief to report it. The Crew Chief will verify the report and determine whether a squawk will be entered in Flight Circle.
  - 1) If unable to contact the appropriate Crew Chief or assistant, the pilot shall leave a message with the Crew Chief and attempt to contact the Maintenance Officer, Operations Officer or President to report the discrepancy.
- b) If the pilot believes the discrepancy affects flight safety and is unable to contact any of the Club officials, they shall:
  - 1) Enter a Squawk in Flight Circle during the check-in process after the flight. The squawk will automatically be categorized in Flight Circle as "Verified, Pending," which will yield the registration number RED on the schedule page, preventing aircraft dispatch and indicating the aircraft should not be flown pending repair or a determination that the repair can be deferred.
  - 2) Attach red "GROUNDED" Flag (located in the aircraft keys cabinet) to the aircraft key ring.
  - 3) **Advise persons scheduled to fly the aircraft in the next 24 hours.**

## VIII. MANAGEMENT

### 1. BOARD OF TRUSTEES (BOT)

The Bot is responsible for control of the Club and the conduct of its business. Duties are specified in the MAFC Bylaws. Trustees are elected by the Club membership and serve a term of one year. The election process is outlined in the Bylaws.

### 2. OFFICER DUTIES

(Expanded officer duties are contained in the Bylaws.)

#### **President**

The President is elected by the Club membership for a term of one year and is responsible for the operation of the Club, enforcement of the Club's regulations and policies, and conducting the business activities of the Club.

#### **Vice President**

The Vice-President is elected by the Club membership for a term of one year and performs the duties of the President in the absence of the President, and other duties assigned by the President.

### 3. SPECIAL OFFICERS

The assignment of special officers is established in the Bylaws. Special officers are appointed by the President and approved by the Board of Trustees.

#### **Maintenance Officer**

- a) Ensures that all aircraft and avionics are in good working order.
- b) Ensures that FAA Airworthiness Directives (AD) and Service Bulletins are complied with.
- c) Arranges for and track necessary repairs with repair vendors.
- d) Arranges for aircraft to be ferried to and from the repair locations when necessary.
- e) Ensures required periodic maintenance and inspections are performed on all aircraft.
- f) Ensures that the aircraft logbooks and maintenance files are kept in good order and are current.
- g) Reviews and approve estimates for aircraft repair and maintenance.
- h) Reviews and approve invoices for payment of maintenance and repair services.
- i) Provides for maintenance of aircraft fire extinguishers.

#### **Membership Officer**

- a) Is responsible for Club publicity and member recruitment.
- b) Ensures the current application form is available on the MAFC website, and sufficient supplies of application forms are available in the Clubhouse for prospective members.

- c) Screens applicants to make sure they meet the established Club, FAA and TSA requirements, and present applications to the BoT.
- d) Ensures a mentor is assigned to new probationary members.
- e) Implements the waiting list and other policies as indicated.

Note: The membership officer may not be a MAFC instructor.

### **Operations Officer**

- a) Maintains pilot electronic data in Flight Circle and paper records in file cabinets.
- b) Ensures that Return Overnight (RON) request forms and the Club's Rules and Regulations document are on the MAFC website.
- c) Approve sRON requests as appropriate; check; after the flight to make sure minimum fee requirements have been met and maintain the completed forms.
- d) Checks Flight Circle periodically to make sure that minimum usage fees are being collected.
- e) Ensures an adequate supply of engine oil, aircraft tires, light bulbs, and wash and wax materials.
- f) Routinely checks the flying schedule to ensure proper currency and qualification of scheduled pilots.

### **Treasurer**

The Treasurer's principal responsibilities are contained in the Bylaws. Among other assigned duties, the Treasurer shall:

- a) Ensure that funds owed the Club are collected.
- b) Ensure that the dues and flying fees are sufficient to ensure the operation of the Club.
- c) Manage the Club's savings and loans to ensure adequate cash to meet expenses.
- d) Ensure there are adequate reserves for engine overhauls and projected maintenance requirements.
- e) Provide financial reports to the BoT and to Club members in accordance with the Bylaws.