

# Monmouth Area Flying Club, Inc.

## Rules and Regulations

Adopted 12 August 1991  
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## 1. Preface

1. This document contains the *annotated* rules and regulations of the Monmouth Area Flying Club ("MAFC"), hereafter referred to simply as the "Club". The official rules and regulations are set in ordinary Roman type; *explanations and annotations are set in Italic type.*
2. These rules were adopted on 12 August 1991, superseding the previous "Rules and Regulations" and "Pilot Information Files." Together with the Bylaws, they comprise the definitive rules of the MAFC. *Notices of amendments will be posted in the clubhouse or on the MAFC website or sent to members by mail.*

## 2. General

1. All members are required to participate in the upkeep of the Club. *This includes periodically washing & waxing the aircraft, cleaning the clubhouse, web site maintenance, sharing in the administrative duties, etcetera. Remember, this is a Club, not an FBO. As a general rule, treat Club equipment at least as carefully as you would treat your own.*
2. All MAFC activities shall be conducted in compliance with
  - all applicable government regulations,
  - MAFC insurance policy terms (*See Section 6*)
  - MAFC bylaws and rules.

*If you are not sure that an operation can be conducted in compliance with these requirements, that operation should not be attempted.*

3. These rules apply to MAFC members, and to all persons using MAFC facilities or participating in MAFC activities. You are personally responsible for complying with these requirements. *The Club is not required to remind you or check up on you.*
4. The MAFC clubhouse and activities are open to members. Members' accompanied guests are welcome if they don't interfere with Club business.
5. Except as provided by the MAFC bylaws or rules, Club meetings shall be conducted according to Robert's Rules of Order.
6. In case of an emergency, the pilot in command may deviate from these rules to the extent necessary to meet the emergency. In such a case, the pilot shall report the matter to the Board of Trustees ("BOT").
7. The Board of Trustees is empowered to grant waivers of these rules. *The provisions most commonly subject to waivers are indicated in this document.*
8. Tampering with Club computers is prohibited. Users should not use up disk space without authorization from an officer of the Club.
9. The clubhouse phones are primarily for Club business. Brief local calls (e.g., to inform someone you have arrived) are permitted. For expensive calls, you should use calling cards, collect billing, or the like.

10. The Club does not provide any flight instruction services, and no person may purchase flight instruction from the Club. *Students pay instructors on a person-to-person basis. Rates are at the discretion of the instructors.*
11. The MAFC President selects the date and time of general membership meetings. *The details of the next two or three meetings are announced in the monthly mailing and on the MAFC website. Typically, general membership meetings are the third Saturday of each month at 10:00 AM.*
12. There shall be no smoking in or near MAFC aircraft, or in the clubhouse.
13. If a clubhouse trashcan is full, seal the trash in a sack and take it to the dumpsters by the FBO. *Please separate general trash from recyclables. "Be a good tenant at our airport."*

### 3. Required Payments

1. Each member is required to either pay monthly dues or to contribute under the terms of the capital program.
  - a. MONTHLY DUES are \$35.00 per month, levied on the first of the month, payable in advance.
  - b. CAPITAL PROGRAM: To participate in the capital program, the member must deposit \$5000.00 with the Club. The Club will not pay interest on this amount, but the member does benefit from not having to pay monthly dues for any month in which the full \$5000.00 is on deposit for the full month. *There is no provision for partial participation.* The deposit will be returned at the member's request; 90 days' notice is required. The capital program is closed to new participants at this time. The BOT will give capital program participants 90 days' notice of any increase in the requirements. *Before the capital program was instituted, the Club had to borrow money from banks at high interest rates.*
2. INITIATION FEE: Each new member will be charged a nonrefundable initiation fee of \$500.00.
3. PAY AS YOU GO: In no case will the Club lend money to members or permit deferred payment. Dues must be paid in advance; i.e., dues for the month of June must be paid before the 1st of June. Flying fees and other charges must be paid in advance (via "block time") or immediately as they are incurred. *It is a good idea to keep at least one month's dues in your account. You are not allowed to owe the Club money and there is a fine for a delinquent account. See section 8.* If a member's balance exceeds \$70, the member will receive a letter and/or email requesting immediate payment. If no payment and/or response is received within 14 days, the member will be considered for termination.
4. PREPAYMENT ACCOUNTS: Members may deposit money with the Club to cover future charges. If the balance is sufficient to cover the monthly dues, the member need not take action; the dues will be automatically levied against the account each month. Flying fees may be charged against the balance by indicating "on account" or "block time" on the sales slip. Members may prepay any amount at any time, indicating "payment on account" on the sales slip. If a member has a positive cash balance in their account and the member has been inactive for at least two consecutive years, then the member's account balance will be forfeited and placed into the MAFC general fund. *A member's balance is considered a liability on the Club's financial books. The Club does not want to maintain long-term liabilities with no end date.*
5. BLOCK TIME DISCOUNTS: As a special case of the above, the Club shall credit the member's account with 4% additional funds for each deposit of \$250 and a 7% credit for each deposit of \$500. The purpose of the credit is to allow the Club to use member deposits to pay for the

financial operations of the Club. The credit is given based on the assumption that at least 50% of the member's payment shall remain on deposit with the Club for at least one (1) month. If the member spends more than 50% of the payment within one month of the deposit, then the credit either won't be applied (e.g., a \$300 flight combined with a \$500 payment), or a previously applied credit will be deducted from the member's account. When computing the applicability of a block time credit, block time deposits of greater than \$500 (e.g., \$750, \$1000) are considered multiple, separate deposits of \$250 or \$500.

*Example: A member deposits \$1,000 on Monday and credits themselves with \$70 (2 \* \$35) block time credit, for a total of \$1,070. That Friday, the member incurs a \$400 flight bill and charges it to "on account". The member's account is debited \$435; \$400 for the flight and \$35 for the loss of the block time credit from the first \$500 deposit since the deposit did not remain in the account for at least a month. The member retains the \$35 block time credit from the second \$500 deposit.*

*Example: A member has a \$0 account balance and incurs a \$490 flight bill. The member deposits \$500. The block time credit is not applied. The member now has \$10 in their account.*

*Example: A member has a \$0 account balance and incurs a \$300 flight bill. The member deposits \$800; \$300 for the flight and \$500 of block time. The member's account is credited \$35 of block time credit for a total balance of \$535.*

*Example sales slip:*

|                       |          |
|-----------------------|----------|
| check #123            | \$500.00 |
| block time credit     | \$35.00  |
| net credit to account | \$535.00 |

6. **DUES WAIVERS:** Members who leave the area for an extended period of time may petition the BOT **in writing** for an exemption from the monthly dues. The petition must specify the **starting** and **ending** dates of the period of absence. Dues will automatically be levied again after the ending date. *The BOT is not eager to grant such waivers. You will not be permitted to be active one month and inactive the next, paying dues only when you feel like flying. Remember that the Club has expenses like insurance, utilities, and clubhouse/tiedown rentals that must be paid whether the aircraft are flown or not. If you think the dues are expensive, imagine what the overhead would be if you owned your own plane.*

## 4. Paperwork, Scheduling, etc.

1. Members shall provide evidence of membership eligibility, recent flight experience, current medical certificate, or valid pilot certificate, upon request of any Club officer.
2. The Club maintains records of member status including:
  - medical certificate class and date
  - pilot certificate (category, class and additional ratings)
  - aircraft (day, night) checkout status
  - flight review date
  - member name, address, telephone, e-mail address and emergency contacts

Members shall notify the Operations Officer of any change in this information. *For your convenience, Pilot Database Update Forms are provided at the clubhouse and on the MAFC website. These forms must be used for flight reviews and checkouts and must be signed by an MAFC flight instructor. Other updates may be e-mailed to the Operations Officer.*

The Club may from time to time post lists of pilots whose Club records indicate that they may not meet Club and/or FAA requirements for flight. These lists are non-binding; the purpose is to assist you in meeting your responsibilities. The pilot remains solely responsible. *Pilot status is not a requirement for Club membership. There are many very active Club members who rarely if ever fly Club aircraft.*

3. You should indicate your name and account number on all correspondence with the Club. *Club records are indexed by account number. The name is a valuable crosscheck against the number.*
4. All payments to the Club shall be made by check or money order. *The Club does not want to deal with cash.*
5. For each plane there is a Usage Book, in which you should enter the date, pilots' and passengers' names, the ending/starting/delta tach and Hobbs readings, the number of landings, ending fuel level, and any appropriate comments. *This information is very important to the crew chiefs and treasurer.* Please also indicate the approximate level of fuel remaining on board. If you are not able to fill the gas tanks due to the pumps being closed, write "Pumps Closed" in the comments area. *This information is a big help to the next pilot.* The Usage Books are to remain in the clubhouse.

When signing out a plane, if the present Hobbs and tachometer numbers do not agree with the previous sign-in numbers, you should skip a line in the usage book, using it to call attention to the discrepancy. *Perhaps the airplane was repositioned to its home field from maintenance at another airport. Perhaps the previous pilot made an error. The Club keeps close track of these things.*

The Usage Book also contains Crew Letters, as discussed in section 9.

#### 6. Sales Slips.

A sales slip must be completed as part of the post flight sign-in procedure. The sales slip should include:

- a. Member's account number
- b. Member's Name
- c. Date
- d. Hobbs time flown
- e. Aircraft tail number (last 3 digits suffice)
- f. Flying fee (dollar amount)
- g. Minimum fee (dollar amount), if required
- h. Miscellaneous purchases (e.g., books, patches)
- i. Miscellaneous payments on account (e.g., dues, block time payments)
- j. Credits for fuel you paid for off-field (attach receipts)
- k. Form of payment: check #, or indicate if "block time" charge

The account number, name, date and form of payment are always required. If you are paying for flying fees, the tail number, Hobbs time, and dollar amount are also required.

*Common errors include omitting the account number, name, date, and/or aircraft tail number. These errors result in fines (as discussed in section 8) because they create a great deal of additional work for your fellow Club member who has volunteered to process the slips.*

7. Aircraft usage fees are normally based on Hobbs time. The current usage fees (dollars per Hobbs hour) are posted in the Club trailer and on the Club website.

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 (or the Hobbs time, whichever is more). The conversion factor for each plane is determined by the maintenance officer, based on the average Hobbs/tach ratio and is currently 1.3 for the Cessnas and 1.2 for the Pipers.

8. If the least-significant digit of a tach or Hobbs meter is between digits, **even if it has just barely started to move from one to the next**, you should always use the **higher** of the two digits. *The meter contains a low-order hidden digit; the digit you see doesn't start to move until the hidden digit has reached "9," so rounding up is clearly the right thing to do.*
9. If you purchase fuel and oil away from home base, the Club will reimburse you. On your MAFC sales slip, indicate the amount you paid and take it as a credit against your flying fees. Attach the fuel and oil receipts to your MAFC sales slip to verify the amount you paid.
10. You must pay for all landing, parking, tie-down and pre-heat fees. The Club will not reimburse you. *Some airport operators will mail a bill for landing fees to the registered owner. Club members should not use this option; landing fees should be paid as they are incurred if at all possible.*
11. Fuel purchased at Lakewood, Miller, and Old Bridge should be signed for using the credit cards kept in the FBO office. Put your Club account number on the credit card slip next to your signature. If possible, take the receipts to the clubhouse and put them in the receipts box (separate from the box used for payments and sales slips). Do not attach them to your sales slip. You do not get reimbursed for such purchases, since you did not pay for them.
12. You must pay for any repairs purchased away from home base. Authorized repairs will be reimbursed. Other repair charges will be reimbursed by the Club only to the extent that the BOT determines that the repairs were appropriate and the charge reasonable. Authorization for away-from-home repairs may be obtained by calling the Maintenance Officer, a BOT member, or that plane's Crew Chief. (See also section 9.) Whenever possible, the authorization should be obtained from an officer who is not participating in the same trip as the plane in question. *Emergency repairs can be expensive, and we want to avoid the appearance of impropriety.*
13. Scheduling: Reservations shall be made by calling the designated MAFC Flight Scheduling System, as defined in the MAFC Member Addendum. A reservation must be made for all aircraft operations. A userid and/or PIN number will be assigned to you when you join the Club. It should not be given to others. *You are also required to sign-out Club aircraft at the airport before and after each flight.*
14. Precedence will be given to members requiring an aircraft for an FAA flight test. The examinee must consult with the Operations Officer, and must notify any pilots whose reservations must be "bumped," at least 48 hours in advance.
15. The Operations Officer's approval is required for RON (Remain Over Night) flights. *RON Request forms are provided at the clubhouse on the MAFC website and should be submitted at least 10 days in advance whenever possible. The information requested on the RON may also be e-mailed to the Operations Officer. Members requesting RONs that extend into the next month should verify the status of the aircraft's annual inspection prior to requesting RON approval.*
16. A reservation is forfeited if the pilot does not arrive at the airport by the scheduled time plus 15 minutes. *If you know you're going to be delayed, call up and reschedule for a later time. Plan to arrive at the airport 15-30 minutes before your scheduled time. If, upon return, more than 30 minutes is remaining on the scheduled time, the remaining time must be cancelled via the Scheduling System. Fines will be levied against Club members who do not show up for scheduled flights or for not canceling flights on time.*

**17. Minimum fee:**

*The purpose of the minimum fee is to ensure that a member does not reserve a plane for an extended period, thus making it unavailable to other members, and then not fly the plane or only fly it a short part of the time reserved, thus providing very little revenue to the Club.*

1. Any member who reserves a plane for **five or more hours** between the hours of 8AM and 8PM Eastern Time shall pay the minimum fee according to this rule, or the actual flying time charges, whichever is **greater**. **For all reservations of less than five hours, this section does not apply.** *Note that this fee applies whether you fly the plane or not. See the exceptions below.*
2. On weekends and Federal Holidays, the minimum fee is 2 hours per day for the affected airplane. On weekdays, the minimum fee is 1 hour per day.  
*If you have a plane reserved for 5 hours or more on a weekend or a Federal Holiday, you pay a minimum fee of 2 hours flying time in that plane. You pay a minimum fee of 1 hour of flying time in that plane for any other day.*

*If you keep the plane past 1PM of the following day, add another 2 hours flying time to your minimum fee for weekend days or Holidays. Add 1 hour of flying time to your minimum fee for other days. Continue to add to your minimum fee (2 hours for weekend days and Holidays, 1 hour for other days) for each additional day you keep the plane past 1PM.*

The minimum fee should be calculated on all RON forms for the Operations Officer's consideration.

3. Exceptions:
  - a. The minimum fee will not apply to reservations that were cancelled at least 24 hours in advance.
  - b. The minimum fee will not apply to whatever portion of a flight is canceled, abbreviated or delayed for safety reasons, including (but not limited to) unfavorable weather, unairworthy aircraft, or pilot illness. In this case, the member who cancels shall explain to the Operations Officer in writing why the trip was canceled. This exception will be given a broad interpretation, so pilots will not feel "pressured" to fly unsafely because of the minimum fee.
  - c. If a flight is delayed or canceled because the previous flight did not return on schedule, the pilot of the previous flight becomes responsible for the minimum fee for the affected period.

*Here are a couple of examples, illustrating how the minimum fee rule works:*

- a. *You take the aircraft Tuesday evening and keep it all day Wednesday, returning it before 1PM on Thursday. Minimum fee: 1 hour at the hourly flying rate.*
- b. *You take the aircraft Saturday morning and return it late Sunday evening. Minimum fee: 4 hours at the hourly flying rate.*
- c. *You take the aircraft Monday morning and return it Friday evening. Minimum fee: 5 hours at the hourly flying rate.*

- d. *You schedule an aircraft for Saturday, 11AM – 5PM. You decide not to fly that day (for any reason including weather, illness, etc) and fail to cancel your reservation. Minimum fee: 2 hours at the hourly flying rate.*

Instructors generally impose a substantial charge (typically 1 hour at the normal instruction rates) on students who fail to show up, or cancel at the last minute without good reason. This is separate from the minimum fees imposed by the Club.

18. Used-up or expired Sign-out/Sign-in pages and Usage pages should not be discarded or spoiled; they are important Club records and will be kept in the files.

## 5. Aircraft Operations --- General

1. No person may operate MAFC aircraft except for
  - Active MAFC members in good standing,
  - FAA Flight Examiners or Inspectors, in the furtherance of MAFC activities,
  - authorized maintenance shop personnel, as necessary for maintenance purposes.
2. You may not perform or advertise operations that would require certification under FAR Parts 135 or 121.
3. You may not operate a Club aircraft unless it has been signed out. When you have signed out an aircraft, you are responsible for that aircraft until it is returned, properly tied down, and signed in. When signing in, list all airports where you landed. *This is so we can figure out who is responsible for landing-fee bills we receive.*
4. In cold weather (when engine components are at 25 degrees F or colder) proper cold weather techniques, including external preheat, are mandatory. *If you're not sure of the proper technique, ask an instructor.*
5. Except for MAFC-approved instructors and maintenance officers, no person is permitted to enter or exit an MAFC aircraft while the engine is operating.
6. No person may hand-prop an MAFC aircraft without having completed a checkout in hand-propping procedures to the satisfaction of a MAFC-approved instructor. The aircraft **must be securely tied down**, and have a qualified operator at the controls.
7. All pilot requirements appropriate to the flight must be met by the MAFC member(s) at the controls, except this does not prohibit using an appropriate non-member as a safety pilot observer during simulated instrument work. *You may NOT operate under real Instrument Flight Rules on the basis of a non-member copilot's IFR rating. You may permit a non-member to manipulate the controls under your supervision, in which case you remain totally responsible.*
8. No operations are permitted that would not be covered by our insurance policy. *See Section 6.*
9. International operations must comply with the requirements of the country having jurisdiction. Additionally, to the extent possible, all operations should comply with the U.S. regulations. *You probably need a radio operator's license from the FCC. Also, some jurisdictions may want to see evidence that you are authorized to operate the aircraft, in which case you should get the Treasurer or Operations Officer to prepare an appropriate letter for you.*
10. When an MAFC aircraft is in operation, all occupants shall wear seatbelts (and shoulder harnesses, if available) except when there is a good reason not to. *Shoulder harnesses reduce your chance of dying in an accident by a factor of 2 or more.*

11. No person may operate an MAFC aircraft solo or as pilot in command except from the left seat. *Waivers of this provision are commonly granted to pilots who are working toward their instructor's certificate, and who have demonstrated right seat competence to the satisfaction of a MAFC-approved instructor.*
12. No person other than a MAFC BOT-approved instructor may give flight instruction in MAFC aircraft. *Member pilots may take a non-member instructor along as a passenger, but not log the time as instruction.* No person other than an MAFC member may receive flight instruction in MAFC aircraft, except for
  - A prospective member receiving a "demo flight" or "introductory lesson."
  - A member of the immediate family of an MAFC member in accordance with a pilot helper course.
13. MAFC aircraft other than a C-172 or C-152 shall not be operated on unpaved fields. MAFC aircraft with wheel pants installed shall not be operated on unpaved fields. *Student pilots: No student shall operate solo at unpaved fields.* Pilots must complete a soft-field checkout before operating on unpaved fields. If soft-field operations result in mud, dirt, or grass on the airplane then the pilot is responsible for washing it promptly.
14. 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 notify the BOT. *The Club will send a mechanic and Club officers to determine how best to retrieve the aircraft.*
15. MAFC aircraft shall not be operated over water beyond the power-off gliding distance to shore. *Waivers can be granted. You need a good reason and appropriate survival gear.*
16. Aerobatic flight is prohibited in MAFC aircraft. This includes intentional spins, intentional banks beyond 60 degrees, and intentional pitch excursions beyond 30 degrees up or down. *Waivers can be granted for spin training to meet certification requirements.*
17. Each member shall refuel the plane before signing it in, whenever it has been flown more than 1 hour **since it was last filled**, unless:
  - the pumps are closed at the time the flight is completed; or
  - the next pilot has requested less than full tanks.

Do not allow line service personnel to overfill the tanks. During the summer time, leave room in the tanks for thermal expansion. *Any excess fuel will spill out the vents, wasting money and harming the environment. Cessna's should have the left main wheel parked on the elevated ramps provided at their tie downs. Also, pilots returning after the pumps are closed should write "pumps closed" in the Usage Log.*

18. Make sure that you and your passengers open the doors in such a way that they cannot be overextended and damaged by a strong wind. *When opening aircraft doors in a tailwind, use two hands. Hold the door securely with one hand while operating the latch with the other hand.*
19. After flight, cabin covers, control locks, cowl plugs, and pitot covers should be put in place as appropriate. *Be sure to check the condition of plugs and covers as the last pilot before the one reporting a problem is responsible for loss or damage.*
20. Aircraft must be securely tied down. If the tie down ropes are not equipped with snap hooks and tension bars, you must use knots. Using two half-hitches snug against each of the aircraft's tie-down rings is recommended as secure and easily untied. *MAFC aircraft have been damaged by the wind on several occasions, because of insecure tie downs.*

21. Aircraft and lockboxes must be left clean and tidy. Members are responsible for cleaning planes after grass strip landings.
22. The Club provides credits to Club members who fly Club aircraft to/from maintenance facilities, for repositioning between airports, or for diagnosing problems. The schedule of credits is as follows:
  - For flights up to and including 1.0 hours Hobbs time, the Club member receives a 0.5 hour credit. *For example: For a 0.8 hour flight, the Club member is charged 0.3 hours (0.8 – 0.5 = 0.3). A 0.5 hour flight is without charge to the Club member.* Each sales slip can have a maximum of one 0.5 credit applied.
  - For flights greater than 1.0 hours Hobbs time, the Hobbs time shall be split 50/50 between the Club and the Club member. For odd Hobbs values, the credit shall be rounded up to the next tenth of an hour. *For example: For a 1.7 hour flight, the Club member receives a credit of 0.9 hours (1.7 / 2 = 0.85, round up to 0.9 ) and is charged 0.8 hours.*
  - Any Hobbs time incurred by a maintenance facility is credited at 100%. This type of credit should be itemized separately on the sales slip and simply subtracted from the total time.

The scope of the hours included in the above calculations consists of the total flight time, including multiple flight segments, associated with a single sign-out (i.e., reservation followed by a sales slip) by the Club member.

The process for determining who will fly a maintenance flight is as follows: The Maintenance Officer, Crew Chief, or a delegate shall advertise the need for a pilot to fly a maintenance flight. If nobody is available to fly the flight, then a person can be assigned to the task. In the event of an assigned flight, the Club shall cover 100% of the cost of the flight. The Maintenance Office may choose to restrict who shall be permitted to pilot a maintenance flight based on technical aspects of the task (e.g., engine problems that require pilots that are keenly aware of the engine's operation).

23. Club members that are involved in an accident or in an off-airport landing must notify a MAFC Board of Trustees member as soon as practical.
24. MAFC aircraft shall be used for non-commercial purposes only. MAFC aircraft or property shall not be used for any business or commercial operations. MAFC aircraft or property shall not be used for any illicit or illegal activity (e.g., transporting stolen merchandise or drugs).
25. No person may install or remove aircraft components or accessories without having received specific instructions on the proper procedure for that item. *On several occasions radios have been damaged when the mounting screw was turned too far.*
26. Individual pilots shall be responsible for VOR receiver checks. VOR receiver checks shall be recorded on forms provided in each aircraft's Usage Book.
27. Aircraft mixture control must be maintained at least 50 degrees rich of peak. This rule applies to all Club aircraft, even to those aircraft that have sophisticated engine monitoring devices. *There is a significant amount of "hanger-talk" about operating certain aircraft engines at lean-of-peak mixture settings. However, this technique is generally used only for high-powered modern engines with FADEC (fully automatic digital engine control).. The engine manufacturer's for the MAFC engines specifically prohibit operation at lean-of-peak. Operation at lean-of-peak could void the engine warranty and/or the insurance.*

## 6. Currency, Proficiency, and Insurance Requirements

1. Becoming an MAFC-approved instructor requires a vote of approval by the BOT. *The BOT will probably not approve an application except on the recommendation of the Chief Pilot. Discuss your application with the Chief Pilot first.*
2. You may not operate MAFC aircraft at night (i.e., during the period from sunset to sunrise) unless you have completed a night checkout by a MAFC-approved instructor in that make and model of aircraft. *A night checkout implies day checkout privileges for that make and model. If you are an experienced pilot this may reduce the number of checkouts you need.*
3. You may not operate MAFC aircraft unless you have, as pilot in command in the same make and model in the last 90 days, (a) flown for at least 1 hour and (b) performed three landings. This requirement can be satisfied by a pilot who is current in other analogous aircraft, to the satisfaction of a Club instructor. Pilots whose currency lapses must complete a checkout with a Club instructor to regain currency. However, currency in a more sophisticated aircraft satisfies the currency requirement for all less sophisticated Club aircraft. For example,
  - Currency in the Arrow satisfies the currency requirement for the Archer, C-172 and C-152s;
  - Currency in the Archer satisfies the currency requirement for the C-172 and C-152s;
  - Currency in the C-172 satisfies the currency requirement for the C-152s.
4. You may not operate MAFC aircraft unless you have completed a flight review within the past six calendar months. Expiration of the 6-month period for the flight review falls on the last day of the 6<sup>th</sup> month after the month of the review date. This must be conducted to FAA Flight Review standards, and signed off as such. At least once a year, this flight review must be accomplished in the most complex aircraft for which you wish to retain MAFC pilot privileges, or an airplane of comparable or greater complexity. An FAA check ride for a new certificate or rating, or completion of a FAA Wings training program will also satisfy the annual flight review requirement. *For example, you pass a flight review on May 5<sup>th</sup>, 2001. You may fly up to and including November 30, 2001 without obtaining another flight review.*
5. You shall meet the following Insurance requirements before operating MAFC aircraft:
  - Have a current and effective medical certificate (unless a pre-solo student pilot).
  - Satisfy the FAA's flight review requirements.
  - Receive a checkout from, and written approval of, an MAFC-approved flight instructor in the same make and model as the insured aircraft.

Additionally, you shall meet the following Insurance requirements before operating the Piper Arrow (PA28R-200):

- Have a Private, Commercial, or Airline Transport Pilot certificate.
- Have at least 100 hours of total logged flight time.
- Have at least the following logged pilot time in the same make and model (PA28R-200) prior to acting as pilot in command:
  - 10 hours, if you have less than 50 hours of logged flight time in retractable gear aircraft.
  - 5 hours, if you have more than 50 hours of logged flight time in retractable gear aircraft.
  - 1 hour, if you have more than 500 hours of logged flight time and more than 100 hours in retractable gear aircraft.
- Have at least 3 hours logged pilot time in the same make and model (PA28R-200) in the preceding 180 days.

A Club member may receive dual flight instruction in the same make and model (PA28R-200) from a certificated flight instructor to meet the Arrow requirements.

7. The Club insurance policy applies when the aircraft is in flight (including moving forward for takeoff and during the landing roll) while being operated by a Club member who holds a valid FAA pilot certificate. The Club insurance policy also applies whenever the aircraft is not in flight, regardless of the situation (e.g., at its tie down, taxied by a club member, taxied by a non-club member, pulled by a tow bar, etc). Additionally, the Insurance policy does NOT cover Club Members when MAFC aircraft are:
  - Used for a commercial purpose.
  - Flown outside of the policy territory. (The policy territory includes areas in Canada and United States that are south of 67° North Latitude, and all of Mexico. It does not include Bermuda, Central America, or Cuba)
  - Used to unlawfully traffic in, or carry, persons, drugs, narcotics or other contraband.
  - Operated by a student carrying another occupant unless one of these occupants is a Certificated Flight Instructor on board for the purpose of instructing or examining that student pilot.

## 7. Student Pilots: Additional Restrictions

1. No student shall solo during the hours of darkness (sunset to sunrise).
2. No student shall solo when the wind (including gusts) exceeds 15 knots, or a crosswind component of 10 knots.
3. No student shall conduct Remain Over Night (RON) flights.
4. No student shall solo unless the plane has a working com radio. No student shall solo cross-country without a working nav radio and transponder.
5. No student shall operate solo at unpaved fields. Students are permitted to operate at unpaved fields with their instructors.

## 8. Repair Charges, Fines, etc.

1. The charge for parking and leaving the airplane with the master switch on is \$25.00. *This is more a repair charge than a fine. Draining the battery causes damage that is cumulative but hard to measure case-by-case. A member who damages an aircraft and does NOT report it will be fined \$10.00 (in addition to the repair charge). If you report it, you only get charged for the repairs.*
2. A list of MAFC fines, including those mentioned here, is listed below and is also posted in the clubhouse.

| Activity   | Fine    |
|--|---------|
| Minor procedural lapses, including sales slip errors                       | \$2.50  |
| Failure to pay monthly dues in advance                                     | \$2.50  |
| Failure to pay for flight-time at end of flight                            | \$2.50  |
| Failure to close an FAA flight plan  | \$5.00  |
| Failure to properly sign-out aircraft                                      | \$5.00  |
| Failure to report damage to an aircraft (in addition to the repair charge) | \$10.00 |
| Failure to pay a debt balance that exceeds \$75. (per month & per flight)  | \$10.00 |
| Failure to properly tie down or secure an aircraft                         | \$10.00 |
| Failure to top-off aircraft after flight when pumps aren't closed          | \$10.00 |

|   |         |
|---|---------|
| Failure to add oil when required  | \$10.00 |
| Flying without a 6 month checkout (flight privileges will be suspended) | \$25.00 |
| Failure to turn off aircraft master switch                              | \$25.00 |
| Failure to cancel a reservation – a no-show                             | \$25.00 |

3. Minimum fees are not considered fines. If you find it convenient, you may reserve an aircraft and keep it idle as much as you want. But if you fail to calculate and pay the proper minimum fee you will be charged a \$2.50 fine in addition to the minimum fee. *Note that if another member sees an aircraft at its tie-down for more than 15 minutes past its reservation, then the member is allowed to ignore your reservation and take the aircraft.*
4. Dues are levied on the first of the month. They must be paid in advance; otherwise, there is a fine of \$2.50 (per month). Also, flight time must be paid in advance ("block time"), or paid at the end of the flight; otherwise there is a fine of \$2.50 (per flight). If the debit balance exceeds \$75.00, the fine increases to \$10.00 (per month and per flight). Members who persistently fail to keep their accounts in good order will be grounded or expelled. *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.*
5. In case of major violations, intentional violations, or actions that call into question a person's ability to operate MAFC aircraft properly, the person involved may be grounded by any Club officer at his/her discretion. In case of an Accident or Incident (as defined by the NTSB) the person responsible shall be grounded. Approval of the BOT is required to release a person from "grounded" status.

The following will result in grounding or expulsion from the Club:

- a. Operating in substandard weather.
- b. Operating below reasonable and safe altitudes ("buzzing").
- c. Operating under the influence of alcohol or drugs.
- d. Violating any of the FAA FARs.
- e. Violating minimum-fuel requirements.

*The Club hasn't had a problem in these categories, but they show up in the NTSB records year after year as the leading causes of accidents.*

6. Each member is required to notify the BOT if there is reasonable cause to believe there has been a major violation of these rules, an intentional violation, or any situation that calls into question the safety of MAFC operations.
7. If a member is responsible for damage to Club aircraft or property, then the member shall pay for the repair costs, up to \$1,000. However, if the damage occurs while the Club member is in violation of any FAA, Insurance, or Club rule/restriction (e.g., an expired medical certificate, currency in the Arrow), such that the insurance is voided, then the Club member is responsible for the full cost of any damage that occurs to Club aircraft or property. *The basic message here is that flying MAFC aircraft without the proper pilot currency could potentially cost the Club Member a very large sum of money (e.g., the Arrow is valued at \$80,000). The Club may offer a Deductible Insurance Fund (DIF) to cover the 2<sup>nd</sup> \$500 of the \$1,000 member responsibility. Details of a DIF can be found on the MAFC web site in the Members-Access Documents/Forms section.*

## 9. Maintenance, etc.

1. In any case where the rules call for action by the crew chief, if urgent action is required and the appointed crew chief is not available, one of the following may act instead: the Club maintenance

officer, President, VP, and BOT members should be tried in turn. *Obviously such an officer will be very careful to coordinate with the appointed crew chief as soon as possible.*

2. In accordance with the FARs, notably FAR 91.7 and FAR 91.213, each pilot is responsible for determining whether the aircraft is in condition for safe flight. The Club will not make this determination for you. A previous pilot's determination is not binding on you. *For instance, a plane that is not in condition for day IFR might be OK for night VFR — or vice versa. Also, a previous determination could be out of date or simply erroneous.*
3. Crew letters: Members are encouraged to talk with each other. To improve communication, the Usage Books contain "Crew Letters." A Crew Letter can be on any topic. For example,
  - If you find inoperative instruments or equipment in accordance with FAR 91.213, you are strongly encouraged to mention this in a Crew Letter.
  - You can use a Crew Letter to request that the pilot before you refuel the plane to a higher or lower level than usual, to help you meet weight & balance or range objectives.
  - You can use a Crew Letter to report weather or runway conditions.
  - You can use a Crew Letter to request or provide routine advice on pilot technique.

Nobody has any obligation to answer Crew Letters. Post filled out Crew Letters on the board in the Clubhouse so that the Maintenance Officer and fellow pilots can read the Crew Letters. Do not take Crew Letters into the airplane.

4. Members are required to know and abide by the record-keeping requirements in FAR 91, FAR 43, and NTSB 830. The Club's aircraft records include the following:
  - The aircraft logbooks (including airframe, engine, and propeller logbooks). These are for records, such as AD compliance records, that require long-term retention pursuant to FAR 91.417(b)2.
  - FAA-required maintenance files: These are for 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. Members who perform preventive maintenance (*such as changing a light bulb or adding air to a strut*) must submit a Preventive Maintenance Report. *Forms are provided. Do not use a Crew Letter in place of a Preventive Maintenance Report.*
  - Usage records shall be retained for three years.
  - Various Extra Records: The Club may from time to time create records beyond those required by the FARs. Crew Letters fall into this category. The Club imposes no retention requirements on records in this category. *Generally they are discarded when they are no longer of current interest.*
5. In the clubhouse there should be an information board for each airplane. The information board has two areas, one for routine Crew Letters and an area marked in red for Crew Letters indicating caution or special attention for the next pilot.
6. Whenever you discover that an aircraft needs attention, except for cosmetic or extremely minor squawks, notify the crew chief by telephone immediately. A list of the current crew chiefs is provided in the Addendum and in the Clubhouse. *Otherwise it might not get repaired promptly.* Also, you should call the scheduling system and then call everyone who has a reservation for that plane in the next 24 hours. *These calls can be somewhat of a burden, but they are a great help to your fellow members, since they can prevent a wasted trip to the airport. To guard against reservations that are unusable because the airplane has been down for MORE than 24 hours, members should check on aircraft status the day before the scheduled flight.*

7. Whenever previously unreported damage or missing items (such as pitot cover, cowl plugs, tow bar, sunscreens, etc.) are discovered during preflight, if possible, the Crew Chief or a Club officer should be notified by telephone before flight. A Crew Letter should be used to document what you have found. *This is for your own protection; the last person who flew the airplane without reporting the discrepancy is going to be billed for it.*
8. Members are expected to service the aircraft by washing it, adding fuel, and adding oil. More complex service should not be performed except as approved by the crew chief. If you discover that the Club's air tank is low on air, you should have it filled at a filling station or maintenance shop. The currently appropriate oil for each aircraft (ashless dispersant or mineral oil) is indicated on the aircraft information board.
9. Questions regarding the status and prognosis of aircraft repairs should be directed to the crew chief, not to the maintenance shop. *The shops complain that their productivity is reduced if members are continually calling them.*

## 10. Ramp Checks, etc.

FAA inspectors are entitled to inspect a pilot's airman and medical certificates, and the aircraft's airworthiness and registration certificates. In case of requests for other information such as maintenance and/or usage records, the inspectors should make a written request directed to the Operations Officer. **Members are not permitted to give out Club records to anyone without the approval of the Board of Trustees.**

## 11. Membership

The Board of Trustees must approve all applications. The BOT has established the following policies:

Applications for membership must be made on the official MAFC Membership Application form, must be signed, and must be accompanied by a check to cover the appropriate fees as specified in the membership application. A current member must sponsor all new members; the membership officer will assist prospective members in finding a sponsor if necessary.

To qualify for membership, applications shall attend one (1) general membership meeting, one (1) Board of Trustees meeting, pay the initial membership fees, and receive approval by the Board of Trustees. If the applicant has previous flight experience, the applicant shall bring flight logbooks and/or pilot certificates to the Board of Trustees meeting. The Board of Trustees has the sole authority to approve or deny an application. The Board of Trustees will refund the initiation and monthly fees to applicants who do not receive approval.

New Club members shall be under a probationary period of twelve (12) months. Probationary members shall attend a minimum of six (6) general membership meetings and two (2) events (e.g., plane wash). Failure to meet these requirements within the 12-month probationary period shall result in the suspension of the Club member's flying privileges until the requirements are met. After the probationary period is over, the Club member's participation will be evaluated. The BOT will either grant regular membership or they will hold an open hearing to determine the disposition of the member's standing in the Club, up to and including suspension of flying privileges and/or termination of Club membership.

Regular members shall be required to attend a minimum of three (3) general membership meetings and a minimum of one (1) event during each calendar year. Failure to meet these requirements may result in the suspension of the Club member's flying privileges until the requirements are met.

As a general guideline, the overall limit on the number of active members who log three (3) or more hours each year in MAFC aircraft is 50 for the first aircraft, and 17 for each additional aircraft belonging to or

leased by the Club. *This limit is intended to make sure planes are available to members a reasonable fraction of the time.* In case this limit is reached, further applications will be placed on a waiting list. If the application cannot be accepted within four weeks, the application fee will be returned. The applicant at the top of the list will be notified when an opening becomes available, and must re-submit the application fee within two weeks, or the application will be moved to the bottom of the list.

Pursuant to agreements with the airport management, the BOT may be unable to accept applicants who do not meet standards of "affinity" with the existing membership. *This is to avoid creating the impression of unfair competition with the FBOs on the field. Applicants who have flown with those FBOs will be subject to special scrutiny.*

Letters of resignation must be submitted **in writing**, directed to the membership officer. Members wishing to resign must still pay all outstanding dues, fees, and fines. *Departing members may request a letter of good standing, which may facilitate their joining a new Club.*

The BOT has conferred "honorary membership" on two former members in recognition of their contributions to the founding of the Club. Honorary members do not have flying privileges but are welcome in the clubhouse and will be sent the Club mailings on request.

The Club has a web site at <http://www.flymafc.com>. The public area includes information for prospective members, application forms, and links to other aviation-related sites. The private area contains the Club rules, a listing of Club members (with phone numbers and e-mail addresses) and a listing of Club officers. For access to the private area, ask a member for the web userid. If you know how to get into the clubhouse, then you know the password.

## 12. Bill Format

The Club sends notices to members from time to time (usually monthly). In addition to general news, the notice contains a summary of the member's account activity. The Club is not required to send these bills; if you do not receive a bill you are STILL required to pay your dues and otherwise keep your account in good order.

The bottom third of the bill says "please return this stub with your payment" and we mean it. If for some reason you wish to make a payment by mail and do not have such a stub available, you should create a substitute stub with your name, account number, and the amount paid. *This is necessary to prevent confusion and unnecessary work for the Club member who has volunteered to process the payments.*

## 13. Duties of the Maintenance Officer and Crew Chiefs

The crew chief is responsible for making sure that each airplane is kept in good condition. This includes:

1. Ensure that periodic maintenance has been performed as follows:
  - a. An annual inspection within the last 12 months;
  - b. An oil change within the last 50 hours or as determined by the Maintenance Officer; (Oil analysis should be performed on high-time engines.)
  - c. A static system check within the last 24 months;
  - d. A transponder/altimeter check within the last 24 months;
  - e. ELT battery replacement within the last 24 months;
2. If the Club receives notice of an Airworthiness Directive (AD), it shall be passed on to the Maintenance Officer who will ensure compliance.

3. Keeping track of the usage pattern and coordinate periodic maintenance with the Maintenance Officer so that it does not come as a surprise to the shop or to the Club. This time should be blocked out in the MAFC Scheduling System to minimize the inconvenience of canceled reservations.
4. Inspect the aircraft at least once a week, checking especially for
  - a. Bald or under inflated tires,
  - b. Under filled struts,
  - c. Worn brakes,
  - d. Loose/missing fasteners,
  - e. Burned-out lights,
  - f. Leaks, damage, etcetera.

Crew chiefs should also make sure that the engine and airplane logbooks are up to date, and that the required documents are in the plane, including:

- a. Airworthiness certificate,
  - b. Registration,
  - c. Operating limitations (placards, POH and/or AFM),
  - d. Weight and balance information
5. Arrange for aircraft cleaning parties when necessary.
  6. Ensure the Usage Books are in good condition and contain an adequate supply of blank pages. Master forms are kept in a file in the clubhouse and are on the MAFC website.
  7. Frequently review the Crew Letters and discard those that are no longer relevant.
  8. Keep the Aircraft Information Board up to date with the time when the crew chief last checked up on the aircraft, time or date of next required service and annual inspection, type of oil, etcetera.
  9. Coordinate with the maintenance officer, especially for non-routine items.
  10. Provide the Maintenance Officer with a monthly report of all significant maintenance activity.

The Maintenance Officer shall

1. Supervise and assist the crew chiefs.
2. Ensure that a supply of Preventive Maintenance Report forms is available;
3. Ensure that the aircraft logbooks and maintenance files are kept in good order; and
4. Keep a photocopy of each aircraft logbook, and update this copy at least once annually.
5. Scrutinize repair bills before they are paid. *This is to guard against erroneous shop charges.*
6. Provide periodic maintenance of Club fire extinguishers.

## 14. Duties of Other Officers

The treasurer's principal responsibilities are in the bylaws. Among other things, the treasurer shall:

1. Make sure that funds owed the Club are collected.
2. Make sure that the dues and flying fees are sufficient to ensure the operation of the Club.

3. Manage the Club's savings and borrowings to ensure adequate cash to meet expenses.
4. Make sure there are adequate reserves for engine overhauls, airframe depreciation, etc.

The Operations Officer shall:

1. Bring the computer files up to date, based on the Pilot Database Update forms that have been submitted. File the forms. Also file the previous month's sign-out and reservation forms.
2. Ensure that a supply of sign-out sheets, RON request forms, copies of the rules, and reasonably current membership phone lists is available in the clubhouse.
3. Approve RON requests as appropriate; check afterwards to make sure minimum fee requirements have been met; file the completed forms.
4. Check the schedule sheet from time to time to make sure that minimum fees are being collected.
5. Ensure an adequate supply of engine oil, light bulbs, wash & wax materials, etcetera.

The Membership Officer shall:

1. Take responsibility for publicity and recruitment.
2. Ensure that sufficient supplies of application forms are available in each clubhouse.
3. Screen applicants to make sure they meet the established requirements, and then present the applications to the BOT.
4. Implement the waiting list and other policies as indicated in section 11.

The Avionics Officer shall:

1. Check to ensure that all aircraft avionics are in good working order.
2. Arrange and track necessary repairs with the avionics shop.
3. Arrange for aircraft to be ferried to and from the avionics shop for repairs when necessary.

## **15. Instructional Procedures**

1. As part of the initial checkout, instructors should make sure that new members are familiar with Club bylaws, rules and regulations, insurance provisions, and operating procedures (including sign-out, fueling, tie-down, and sign-in), and should scrutinize the member's certificates and other paperwork.
2. For checkouts, instructors should complete and sign a Pilot Database Update form. This is in addition to the usual logbook endorsement. *If the instructor forgets to sign the update form, the student can attach a photocopy of the appropriate logbook entry to the Update form.*