

**MONMOUTH AREA FLYING CLUB**



**RULES AND REGULATIONS**

**Revision 4**

**May 1, 2021**

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**REVISIONS HISTORY**

<b>Original</b>	<b>August 12, 1991</b>
<b>Revision 1</b>	<b>August 19, 2019</b>
<b>Revision 2</b>	<b>October 16, 2020</b>
<b>Revision 3</b>	<b>January 25, 2021</b>
<b>Revision 4</b>	<b>May 1, 2021</b>

## SIGNIFICANT CHANGES, REVISION 2

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**

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 satisfy 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**

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.

## 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 and annotations are set in Italic type.*
2. Amendments and changes are issued by the Club President, sent to members by email and posted on the MAFC website.

## II. GENERAL

### 1. 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 email. Typically, general membership meetings are held at the Lakewood Airport on the third Saturday of each month at 9:00 am. Occasionally, these meetings may be held on Sunday.

b. **BOARD OF TRUSTEES (BOT) MEETING.** Procedures for Board of Trustees meetings are established in the Club Bylaws. BOT meetings are normally held at 7:00 pm on the first Thursday of each month.

### 2. 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.



### III. ADMINISTRATION

1. The MAFC uses the **Flight Circle** Aircraft Scheduling and Management system to schedule aircraft, manage pilot member information, and track aircraft maintenance requirements and discrepancies.
2. The Club maintains member records including:
  - a. Medical certificate class and date, or Basic Med
  - b. Pilot certificate (category, class, and additional ratings).
  - c. Aircraft checkout status by type.
  - d. FAA and MAFC Flight Review dates.
  - e. Name, address, telephone, e-mail address and emergency contact.
3. Members must update Flight Circle to reflect any changes to personal information such as home address, email address, phone numbers and emergency contact info.
4. Instructors shall enter aircraft checkouts, flight reviews and certificate updates.
5. Other member updates may be e-mailed to the Operations Officer for inclusion in a member's Flight Circle account. Each member is responsible to ensure their qualifications and currency are up to date in Flight Circle.
6. Members should indicate their name and account number on all correspondence with the Club.

## IV. MEMBERSHIP

**1. NUMBER OF MEMBERS.** The BOT will assess the overall limit on the number of active members to ensure reasonable and fair availability of aircraft. In case 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. The applicant 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. 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 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: Pilot or current flying status is not a requirement for membership.

d. Upon approval for membership, the applicant shall pay the initial membership fee as outlined in Section V.

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 the Club President 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.** New Club members shall be on probationary status for twelve (12) months. 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 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. 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. The BOT will either grant or deny full membership by majority vote of the Board members.

### 4. 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) 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 at least two weeks' notice of the intended BOT action and will be provided an opportunity during that time to appear before the Board to plead for continued membership.

## **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. Reasons to request inactive status include, but are not limited to, temporary job transfer, attending college, medical issues, and military obligations. Members who have not reactivated their membership by the end of the 12<sup>th</sup> month of inactive status will have their membership terminated by written notice from the Club President. However, 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 (letter or email) to the Club President 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. The Club President will notify the member of the BOT's decision within 30 days of the request. On request of the inactive member, the BOT, by majority vote, may extend inactive status to a maximum of an additional 12 months.

c. A member must pay their Club financial account in full before being approved for inactive status. Members requesting to go inactive and whose account has a positive balance may have it refunded upon request. Monthly dues will be waived while the member is inactive.

**d. Reactivation.** Inactive members who wish to become active again will notify the Club President in writing (email or letter). Based on the BOT's majority vote, the member will be advised by the Club President in writing of their approval or denial to full membership. The member requesting reinstatement will be required to fill out a new application if they have been inactive for over six months, or their current personal or pilot information has changed. They may be requested to attend a BOT meeting.

**6. RESIGNATION.** The Club President shall be notified by mail or email of a member's intent to resign. Members wishing to resign must pay all outstanding dues, fees, and fines. Departing members may request a letter of good standing from the Club President to facilitate joining another flying club.

**7. HONORARY MEMBERSHIP.** The BOT may confer honorary membership to individuals based on their extraordinary contributions to the Club.

## V. FINANCIAL

### 1. REQUIRED PAYMENTS.

**a.** All payments to the Club shall be made by check, money order or credit card; cash will not be accepted. NOTE: A surcharge is added to payments by credit card to offset bank charges for credit card transactions.

**b. INITIAL MEMBERSHIP FEES.** Each new member will be charged a nonrefundable fee, the amount of which is set by the BOT and is listed on the Member Application Form. New Membership charges include an initiation fee and two months dues.

**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 not received on time, the member will be considered delinquent and subject to a fine and/or flying restriction as outlined in Paragraph 5 of this section.

**d. AIRCRAFT USAGE FEES** are based on Hobbs time. The current usage fees (dollars per Hobbs hour) 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) and, after the flight, 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. (**Note:** An alternative method of correcting Hobbs/Tach discrepancies is described in Paragraph 7.b. of this Section.)

3) 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, which is 1.3 for the Cessna's and 1.2 for the Pipers.

*Example: C-172 N93KK is flown for 1.5 hours **Tach** time at the rate of \$99 per **Hobbs** hour. The charge for the flight is  $1.3 \times 1.5 \times \$99 = \$193.05$  equivalent **Hobbs** charge.*

**e.** 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 leave a copy of the receipt(s) or attach to the check in the metal box for the credit to be confirmed.

**f.** Members are responsible for all landing, parking, tie-down and pre-heat fees and will not be reimbursed for these expenses. If an airport operator asks to mail the bill for landing fees to the registered owner, the member must decline this option. Landing and other fees should be paid as they are incurred. Charges for landing fees or other airport fees received by the Club will be forwarded to the member who incurred them.

**2. BILLING PROCESS.** Members receive a Flight Circle account statement by email detailing account activity for the previous month. However, a member's obligation for payments to the Club is not dependent on receipt of a statement.

**3. PAY AS YOU GO.** Payment of dues or flying fees may not be deferred. Dues must be paid on or before the first day of each month. Flying fees must be paid at the time they are incurred.

**4. PREPAYMENT.** 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. If a member's account balance is sufficient to cover the monthly dues, the dues amount will be automatically deducted from the account. Flying fees may be charged against a member's positive balance. Members may prepay any amount at any time either by check or credit card; if a credit card is used a surcharge will apply. NOTE: A surcharge is added to payments by credit card to offset bank charges for credit card transactions.

**5. MINIMUM DAILY FEE FOR USE OF AIRCRAFT.** Minimum fees are established to ensure that the Club realizes reasonable revenue from an aircraft during periods of extended reservations. A member who reserves a plane for five or more hours between the hours of 8 a.m. and 8 p.m. 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. The minimum fee applies whether or not the airplane is actually flown during any or all of the reserved period.

a. On weekdays other than Federal holidays, the minimum fee is one (1) hour per day.

b. On weekend days (Saturday or Sunday) and federal holidays, the minimum fee is two (2) hours per day.

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

a. The minimum fee must be calculated on the RON request form for approval consideration.

b. If, for any reason, the airplane is expected to be returned after 8 a.m. 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 according to the rules in Para 5 (above) for the extra day(s).

**c. Examples of minimum RON charges:**

**1)** *An airplane is reserved from 1000 Tuesday to 1600 Friday: Total minimum fee is 4 hours, one hour each non-holiday weekday.*

**2)** *An airplane is scheduled from 0900 Friday to 1500 Monday: Total minimum fee is 6 hours, one hour each for Friday and Monday and two hours each for Saturday and Sunday.*

**3)** *An airplane is scheduled from 1000 Tuesday to 0800 Friday: Total minimum fee is 3 hours, one hour each for Tuesday, Wednesday and Thursday, and no minimum charge for Friday since the airplane is reserved only through 0800 on that last day.*

**4)** *An airplane is scheduled from 0700 Wednesday before Thanksgiving to 2000 Sunday after Thanksgiving: Total minimum fee is 8 hours, since the airplane is reserved for two non-holiday*

*weekdays (Wednesday before Thanksgiving and Friday after Thanksgiving (not a Federal holiday)) and three holiday or weekend days, Thursday (a Federal holiday), Saturday and Sunday.*

**5)** *An airplane is scheduled from 2000 Wednesday to 1200 Friday: Total minimum fee is 1 hour. Wednesday would not be counted since the airplane is reserved at 8 p.m. on that day; Thursday would be charge 1 hour minimum; and Friday would not be charged, since the airplane was scheduled for less than five hours between 8 a.m. and 8 p.m. on that day.*

**7. FERRY FLIGHTS.** Members who fly Club aircraft to or from maintenance facilities or reposition aircraft between airports for the benefit of the Club will be charged 50% of the normal hourly rate. The 50% “Ferry” rate can be selected during “Check In” for the flight in Flight Circle. If the aircraft engine had been run by a maintenance vendor the Hobbs and Tach times will not have been recorded in Flight Circle, and therefore those times will not match the Flight Circle times when the next pilot “Dispatches” the ferry flight from the maintenance location.

**a.** To resolve the discrepancy between observed aircraft Hobbs and Tach times, and Flight Circle times, the pilot should “Check-In” the Maintenance reservation with the currently observed Hobbs and Tach times. Now the Flight Circle dispatch times will match the aircraft Hobbs and Tach times when Dispatching for the actual ferry flight.

**b.** Alternatively, the pilot can Dispatch with the times present on the meters, Check-In normally, and after the flight contact the Operations Officer, Maintenance Officer, or other club official to correct the member’s account.

**8. MAINTENANCE FLIGHTS.** If a member is tasked by a Club official to conduct a maintenance flight, the member will not be charged for the flight. The zero-charge Maintenance rate can be selected during Flight Circle “Check-In.”

**9. AIRCRAFT REPAIR CHARGES.** Members must pay for repairs purchased away from Lakewood Airport. Authorization for repairs **MUST** be requested in advance from the Maintenance Officer. If unable to contact the Maintenance Officer, the member should contact the Club President; if unable to contact the Club President, then another BOT member must be contacted for authorization. Repair charges will only be approved for appropriate and reasonable charges.

**10. DORMANT ACCOUNTS.** If a member has a positive cash 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. Unless the member responds that they wish to continue their membership, their account balance will be refunded, and membership terminated.

**11. FINES.** Infractions and fine assessments are listed below.

<b>Infraction</b>	<b>Fine</b>
A debit balance equal to or greater than one month's dues	\$25
Failure to properly sign-out an aircraft in Flight Circle	\$25
Failure to properly tie-down or secure an aircraft	\$25
Failure to report damage to an aircraft (in addition to the repair charge)	\$100
Flying without a 6-month checkout and/or current medical. Flight privileges will be suspended in addition to the fine.	\$50
Failure to turn off aircraft master switch (fine is in addition to the repair charge)	\$50
Taxiing aircraft on an unpublished taxiway	\$40
Failure to cancel an unused reservation (No show): *Amount equal to ½ the aircraft's current hourly rate	*

## VI. OPERATIONS

### 1. GENERAL.

- a. No person may operate MAFC aircraft except for:
  - 1) Active MAFC members in good standing.
  - 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. Members may not perform operations that would require certification under FAR Parts 135 or 121. 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).
- c. Members may not operate a Club aircraft unless that person has reserved the airplane and dispatched the flight in Flight Circle. A member who dispatches an aircraft is responsible for that aircraft until it is returned, properly secured, and checked in on Flight Circle.
- d. Except for MAFC instructors and Maintenance Officers, no person is permitted to enter or exit a MAFC aircraft while the engine is operating.
- e. No person may hand-prop an MAFC aircraft without having completed a checkout in hand-propping procedures to the satisfaction of a MAFC instructor or Maintenance Officer. The aircraft must be securely tied down and have a qualified operator at the controls.
- f. All pilot qualification and currency requirements appropriate to a flight must be met by the MAFC member at the controls. An appropriately certificated non-member may serve as a safety pilot observer during simulated instrument flight.
- g. Members may NOT operate an aircraft under Instrument Flight Rules based on a non-member's IFR rating.
- h. 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.
- i. No operations are permitted that are contrary to the provisions of the Club's insurance policy.
- 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 radio.
- 5) Fly solo cross-country without a working NAV radio.
- 6) Operate solo at unpaved fields. (Students are permitted to operate at unpaved fields with an instructor).
- 7) Conduct Remain Over Night (RON) flights.

k. **International operations** must comply with the requirements of the country having jurisdiction. A member flying internationally will need an FCC radio operator's license as does the aircraft. Also, 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). 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.

l. 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.

m. No person may operate an MAFC aircraft solo or as pilot in command except from the **left seat**. Waivers of this provision may be granted by the BOT to a pilot who is training for an instructor's certificate and has demonstrated right seat competence to the satisfaction of a MAFC instructor.

n. MAFC aircraft shall not be operated **over water** beyond the power-off gliding distance to shore unless appropriate survival and personal flotation equipment is provided, and the flight is approved by the Operations Officer.

o. Aerobatic flight, including intentional spins, is prohibited in MAFC aircraft, except that spin training may be conducted by a Club instructor for a pilot's training requirement for a rating.

p. Aircraft doors must be opened carefully so that they cannot be overextended and damaged by a strong wind.

q. **Post Flight.**

1) **Refueling aircraft.**

a) Except for C-152 aircraft, the pilot shall request the plane be refueled by FBO service personnel after a flight if it has been flown more than one hour.

b) Normal refueling levels are:

i. C-152 – Because of critical POH maximum gross weight limitations, C-152s are NOT to be refueled until the next pilot scheduled to fly the airplane orders fuel.

ii. C-172 Legacies – Topoff.

iii. C-172S (N61WT) – To bottom of filler tube (**Note:** If this aircraft is fully fueled it may exceed POH maximum gross weight limitations with more than two occupants aboard).

iv. Pipers – To the tabs.

2) Cabin covers, control locks, cowl plugs, and pitot covers must be put in place. Damaged or missing plugs or covers should be reported to the aircraft's Crew Chief.

3) Aircraft must be chocked and securely tied down. If the tie-down ropes are not equipped with snap hooks and tension bars, pilots must use proper knots to secure the aircraft.

4) Aircraft must be left clean and tidy. Used oil containers, paper, etc. must be removed at the end of the flight.

r. Only authorized and qualified maintenance technicians may install or remove aircraft components or accessories.

s. Individual pilots are responsible for documenting VOR receiver checks.

t. 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. Operation at lean-of-peak may void the engine warranty and/or the insurance.

u. **UNPAVED FIELD OPERATIONS.** Only C-152 or C-172 aircraft without wheel pants may be operated into or out of unpaved fields. Pilots must complete a soft-field checkout with an MAFC instructor before operating on unpaved fields. No student pilot may operate solo into or out of unpaved fields. If soft-field operations result in mud, dirt, or grass on the airplane then the member is responsible for cleaning it promptly.

v. 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.

w. 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.

x. **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) When the outside temperature is between 10°F (-13°C) and 25°F (-4°C), proper cold weather techniques, including external preheat, are mandatory. A member must be familiar with the preheating equipment and procedure techniques; Club instructors can provide checkout on use of the equipment.

2) When aircraft engine components are below 10°F (-13°C), the engine **SHALL NOT** be started until the pilot determines the aircraft engine components have risen above 10°F (-13°C). Cold weather techniques apply until engine component temperatures rise above 25°F (-4°C).

3) Moving the airplane to a heated facility to expedite the warming process is appropriate and will be at the member's expense.

## 2. 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. A reservation may be forfeited if the pilot does not arrive at the airport within 15 minutes of the scheduled time. If a delay of more than 30 minutes is expected the pilot should adjust the Flight Circle reservation. If flying with an instructor, the instructor must be notified of the delay as soon as possible. Pilots should arrive at the airport at or before the scheduled time. 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. Members can use the backup reservation feature of Flight Circle to make a reservation even though the aircraft is already reserved. Then, in the event of the primary reservation being canceled, the backup reservation automatically becomes primary.

### e. **RON (Remain Overnight) Procedures.**

1) If a member wishes to reserve an airplane to remain overnight (RON) at an airport other than Lakewood Airport (N12), the member must request approval from the Operations Officer at least 7 days before the intended flight. RON Request forms are provided on the MAFC website. If the RON request is submitted less than 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 flights are normally approved for no more than 7 days.

3) 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.

4) Minimum fees for extended or overnight use of an airplane are specified in Section V. Para 5. of this document.

## 3. AIRCRAFT CHECKOUTS.

a. **GENERAL.** No one may operate a club aircraft unless they have been checked out in that type aircraft by a club instructor. The checkout will include ground training and the successful completion of the appropriate aircraft checkout test. At the completion of the checkout the flight instructor will endorse the pilot's logbook and enter the checkout in the appropriate section of Flight Circle.

b. **INSTRUMENT CHECKOUT.** 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 checkout in the pilot's logbook.

c. **NIGHT CHECKOUT.** No one may operate a Club aircraft at night unless they have received a checkout at night with a MAFC instructor in the type of aircraft.

d. **SPECIAL CHECKOUT REQUIREMENTS** apply to the following aircraft:

1) **G1000 EQUIPPED CESSNA 172 (N61WT):**

a) Pilot must have logged at least 100 hours of pilot in command time before beginning the G1000 training. However, pilots with less than 100 hours PIC 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.

b) 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.

c) Checkout must include a minimum of five 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 in order to check out in the Arrow (established by the Club's insurance policy):

a) Have at least a private pilot certificate, and

b) Have at least 100 hours of total logged flight time, and

c) Prior to acting as pilot in command a pilot must have logged the following flight time in a PA28R-200 Arrow:

i. **10 hours**, if the pilot has logged less than 50 hours flight time in retractable gear aircraft, or

ii. **5 hours**, if the pilot has logged more than 50 hours of flight time in retractable gear aircraft, or

iii. **1 hour**, if the pilot has logged more than 500 hours of flight time and more than 100 hours in retractable gear aircraft.

#### **4. CURRENCY & PROFICIENCY; FAA & MAFC FLIGHT REVIEWS**

a. A member who is **not an active club instructor** may not operate a Club aircraft as PIC unless they have:

1) A Private Pilot or higher Airman Certificate, and

2) A valid and current medical certificate or BasicMed, and

- 3) Satisfied the FAA Flight Review requirements of CFR 61.56, and
- 4) Within the past six months successfully completed a MAFC flight review, and
- 5) Within the last 12 months, successfully completed a MAFC flight review in the most sophisticated aircraft they intend to operate, and
- 6) For pilots checked out in the technically advanced (G1000) N61WT, successfully completed a MAFC flight review in that aircraft within the past 12 months.
- 7) For the purposes of MAFC flight review currency, the progression of aircraft sophistication is C-152, C-172 legacy (round dial) aircraft, C-172S G1000, Piper Archer, and Piper Arrow. (Note: Flight review currency in the C-172S (N61WT) requires a club flight review within the past 12 months, in accordance with 6) above.)
  - b. An **active club instructor** may not operate a Club aircraft as PIC unless they have complied with Paragraphs 1), 2), and 3) above, and within the past 12 months, successfully completed a MAFC flight review. Active instructor status will be determined and documented by the Chief flight instructor.
  - 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:**
    - 1) Further, a member may not operate the Piper Arrow unless they have, within the past 180 days, flown at least three hours flight time in a Piper Arrow; or successfully completed a currency checkout (MAFC flight review) with instructor endorsement, within the last 45 days, (This requirement is established by the Club's insurance policy).
    - 2) Landing and flight review currencies in the Arrow satisfy those requirements in the Archer, but Archer currency does not satisfy Arrow requirements.
  - 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 instructor.

## 5. FLIGHT INSTRUCTION.

- a. **FLIGHT INSTRUCTOR CONTACT AND SCHEDULING.** The MAFC does not provide ground or flight instruction. 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. A list of Club approved instructors and contact information is maintained on the Club website and the Club bulletin board.
- b. 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 months.

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 member instructors.

2) The Chief Flight Instructor shall:

a) Ensure that each MAFC Instructor meets FAA CFI and/or CFII currency requirements.

b) Fly with, evaluate, and recommend for BOT approval prospective MAFC instructors.

c) Designate which instructors are considered “active” for the purpose of assigning 12-month MAFC Flight Review interval (4.b. above).

f. **FLIGHT INSTRUCTOR DUTIES.**

1) As part of a new member’s initial aircraft checkout, 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.

**6. FAA RAMP CHECKS AND STOPS BY LAW ENFORCEMENT.**

a. **FAA Ramp Checks:** FAA inspectors are entitled to inspect a pilot's airman and medical certificates, and the aircraft's airworthiness and registration certificates at any time. In case of requests for other information, such as aircraft maintenance or usage records, the inspectors must make a written request directed to the Club President. **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:** If approached by law enforcement, it is important that the member always remains courteous, respectful, and calm. In general, there is no requirement to answer any questions. If members do answer questions, do so truthfully and succinctly; do not volunteer information. 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. *Note: The AOPA provides a comprehensive guide for responding to law enforcement requests. As of the date of this document, it can*

be found at <https://www.aopa.org/-/media/Files/AOPA/Home/News/All-News/2013/June/CBPGuidelinesKneeboard.pdf>. A copy of the guide can also be found in the utility container in the baggage compartment of each Club aircraft.

**7. 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.

**8. AIRCRAFT INCIDENT.** A Club member involved in an accident or off-airport landing must notify the Club President, Operations Officer, Maintenance Officer or another MAFC BOT member by telephone, text message or email as soon as possible.

## VII. MAINTENANCE

**1. PILOT IN COMMAND RESPONSIBILITY.** 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. 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.

**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 airplane, 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, which category of squawk will be assigned in Flight Circle, and if the aircraft should be grounded. 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 should be entered in the category "Verified, Pending," which will yield a red flag indicating the aircraft should not be flown pending repair or determination it can be repaired later.

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.



**1. CREW CHIEF DUTIES.** The Crew Chief is responsible for making sure that each airplane is kept in good condition. This includes:

- a. Inspect the aircraft at least twice a month, checking especially for:
  - 1) Bald or under-inflated tires.
  - 2) Under/over filled struts.
  - 3) Worn brakes.
  - 4) Loose/missing fasteners.
  - 5) Burned-out lights.
  - 6) Leaks, damage, etc.
  - 7) Trash (water bottles, pens, paper, etc.) left by other pilots.
  - 8) Verify aircraft squawks from pilots and report squawk status.
- b. Ensure that the required documents are in the airplane, including (**AROW**):
  - 1) **A**irworthiness certificate.
  - 2) **R**egistration.
  - 3) **O**perating limitations (placards, and POH or AFM).
  - 4) **W**eight and balance information.
- c. Arrange for aircraft cleaning, if necessary.

## 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.)

a. **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.

b. **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.

c. **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.

1) **OPERATIONS OFFICER.** The Operations Officer shall:

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

2) **MAINTENANCE OFFICER.** The Maintenance Officer shall:

- a) Ensure that all aircraft and avionics are in good working order.
- b) Ensure that FAA Airworthiness Directives (AD) and Service Bulletins are complied with.
- c) Arrange for and track necessary repairs with repair vendors.
- d) Arrange for aircraft to be ferried to and from the repair locations when necessary.

- e) Ensure required periodic maintenance and inspections are performed on all aircraft.
- f) Ensure that the aircraft logbooks and maintenance files are kept in good order and are current.
- g) Review and approve estimates for aircraft repair and maintenance.
- h) Review and approve invoices for payment of maintenance and repair services.
- i) Provide for maintenance of aircraft fire extinguishers.

3) **MEMBERSHIP OFFICER.** The Membership Officer shall:

- a) Be responsible for Club publicity and member recruitment.
- b) Ensure 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) Screen applicants to make sure they meet the established Club, FAA and TSA requirements, and present applications to the BOT.
- d) Ensure a mentor is assigned to new probationary members.
- e) Implement the waiting list and other policies as indicated.

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

4) **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.