

MAJORS

FLYING CLUB

CBN 176 • PO BOX 6056 • GREENVILLE, TX • 75403-6056

OPERATING RULES of the MAJORS FIELD FLYING CLUB May 1, 2005

Approved by the Majors Flying Club Board

President

Vice President

Secretary

Treasurer

Maintenance Officer

Chief Pilot/Safety Officer

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OPERATING RULES

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RECORD OF REVISIONS

REV	DATE	PARAGRAPHS AFFECTED	REMARKS
IR	1986	ALL	Initial Release of Operating Rules - Adopted from previous Flying Club including Amendments 1 - 4
IR-5	4/4/91	III-3	Adds requirement that Safety Pilot also be an active club member
IR-6	3/5/92	VII-1	Adds 0.3 hr surcharge for failing to fuel after 1.5 hours of aircraft usage
IR-7	4/18/93	Addendum 1,2,&3	Increases aircraft rental rates for C-150/172/177
IR-8	3/14/94	Addendum 3	Decreases aircraft rental rate for C-177
A	6/20/96	II-8	Revises trip itinerary log requirements
		III-3	Removes reference to charity flights (see III-17)
		III-9	Removes requirement for radio license
		III-17	Requires Board approval for charity/promo flights
		V-1	Removes 1 hr/month min currency charge and requires 1 hr/mo to be on "Current Pilots List"
		V-2	Changes currency requirement time period from from quarterly to monthly
		V-3	Establishes use of "Current Pilots List" to ensure that only current pilots operate club aircraft
		V-4	Changes reference from paragraph V-2 to V-1
		V-5	Deleted paragraph
		VI-1	Increases max repair authorization to \$300
		VII-1	Removes 0.3 hr surcharge for not refueling
		VII-2	Paragraph deleted and replaced with VII-3. Adds fuel reimbursement limit to base rate set by Board
		VII-3	Paragraph deleted
		VIII-1	Revised & consolidated VIII-2 into VIII-1
		VIII-2	Replaced by VIII-3
		VIII-3	Paragraph deleted

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		IX-2	Changes reference from Hobbs meter to Tach
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RECORD OF REVISIONS (Cont.)

REV	DATE	PARAGRAPHS AFFECTED	REMARKS
		IX-5	Changes bill due date to 15 days after invoice date
		IX-6	Removes reference to forfeiture of deposit
		IX-7	Paragraph deleted
		Addendum 1	Adds base rate for fuel reimbursement
		Addendum 2	Changes aircraft from C-172 to PA-28-181 and adds base rate for fuel reimbursement
A	6/20/96	Addendum 3	Addendum deleted (C-177)
B	6/1/99	I-1	Changed name of employee club
		II-2	Changed reservation system to ARSA
		II-6	Added reference to Article II-3
		II-7	Added that ARSA may be used to reference destination airport. Added requirement to list passengers for cross county in club house.
		III-9	Added that medical & pilot certificate information to be entered in the ARSA
		III-13	Requires that formation flying be approved by board in advance.
		III-16	Added that suspended or restricted member be precluded from scheduling on the ARSA
		III-18	Added paragraph: states that FAA rules and regulations have precedence over Operating Rules.
		IV-2	Changed requirement for "club check"
		VI-1	Complete rewrite of Article V-1
		V-3	Changed name of Current Pilots List to Pilot Status List
		VI-1	Increase pilot discretionary repair amount to \$300
		VII-1	Redefined fuel tank fill level
		VII-2	Modified total fuel reimbursement amount for fuel purchased at less than base rate
		VIII-1	Clarified when aircraft is to be tied down, gust locks and pitot cover installed
		IX-1	Clarified recording of aircraft time
		IX-3	Added the logging of landings in aircraft flight log

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OPERATING RULES

ARTICLE I - Aircraft

- I-1. Aircraft used by the Club may be either owned by the L-3 Communications Integrated Systems, Ltd Greenville Employees Club, leased from, or chartered from other sources.
- I-2. Board members shall endeavor to provide the type, number and class of aircraft required to suit members needs.
- I-3. Aircraft classes, are established as follows:
 - Class 1 - Single Engine (150 HP or less)
 - Class 2 - Single Engine (Greater than 150 HP)
 - Class 3 - Single Engine Retractable Gear
 - Class 4 - Multi-Engine

ARTICLE II - Reservations, Scheduling and Special Instructions

- II-1. Reservations must be made using the Automated Reservation System for Aircraft (ARSA). In the event ARSA is temporarily out of service, the board will provide an interim back up method of scheduling.
- II-2. Except for local flights, each member must indicate his/her destination when the reservation is made.
- II-3. A member who is more than 30 minutes late for any flight is subject to forfeiture of the remaining time frame to any other qualified member who so desires the aircraft.
- II-4. Club aircraft may not be scheduled more than two weeks in advance for periods of 6 hours or less in duration.
- II-5. Club aircraft may not be scheduled more than 6 weeks in advance for periods of greater than 6 hours in duration.
- II-6. Under no circumstances may a plane be flown by a member during time not reserved by that member except as indicated in II-3.
- II-7. No member shall keep the Club aircraft beyond the time scheduled by him/her. If, because of weather, mechanical difficulty, or for other reasons, a member cannot return a plane before the end of the reserved time, he/she must notify the president, vice president or any other board member to

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state difficulty, and give an estimated time of arrival. All delays should be reported promptly to prevent any undue anxiety, investigation, search for or rescheduling of aircraft.

- II-8. On cross-country flights a written itinerary must be filed in the club house or on the ARSA providing the destination airport and phone numbers at which the pilot can be contacted if it should be necessary. It is mandatory, to list the names of all persons that will be on board the aircraft during the trip. The cross-country flight information shall be posted on the chalk board in the club house.

ARTICLE III - Restrictions of Use and Special Instructions

- III-1. No member may act as pilot-in-command of any club aircraft until he/she has demonstrated proficiency in that type of aircraft (C-150, PA-28-181, etc.) to the satisfaction of a Board approved Certified Flight Instructor.
- III-2. All flights are to be made within the limits of the FAA certificate of the member piloting the aircraft.
- III-3. Club aircraft shall be used only by and for active members of the Club. No person, except an active member of the Club, shall fly as pilot-in-command or safety pilot of Club aircraft. A student pilot member who has not been certified for solo flight by a Board approved Certified Flight Instructor may take instruction in club aircraft, provided instruction is given by a Board approved Certified Flight Instructor. A certified A&P mechanic who meets all applicable Federal Aviation Regulations may be allowed pilot-in-command privileges by the Board for maintenance reasons only, even though he/she may not be a member.
- III-4. No member shall act as pilot-in-command of Club aircraft between one hour after sunset and one hour before sunrise unless he/she has been certified for night flying, has met the experience requirements for night flying proficiency set forth in the applicable Federal Aviation regulation, and has accomplished at least three (3) landings (Full Stop) in the last 90 days in the same category and class of aircraft.
- III-5. Instructors, pilots, and students will conform to the rates and schedule routine adopted by the Club and comply with any existing agreements between the Club and aircraft owners.
- III-6. Student pilots flying Club aircraft must receive dual instruction from Board approved Certified Flight Instructors. **In addition, club members seeking additional certifications or ratings using club aircraft shall receive instruction from a Board approved Certified Flight Instructor unless approval to do otherwise is granted in advance by the Board.**
- III-7. No student pilot shall engage in flight operations in a Club aircraft involving cross-country flight unless he/she is specifically authorized for cross-country flight by a Board approved Certified Flight Instructor and has his/her student pilot certificate endorsed for cross-country flight according to the applicable Federal Aviation Regulation.

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- III-8. No member shall use any of the Club equipment while under the influence of alcohol, drugs, or debilitating medication. Determination as to whether the member was under such influence or not shall be made by the Board, and its decision shall be final. Any member found guilty of violation of this section shall be expelled from membership in this Club without the usual necessary vote.
- III-9. It is the responsibility of each active member flying Club aircraft as pilot-in-command to see that his/her medical certificate and pilot certificate are at all times current and carried with him/her for each flight. These documents must also be on file with the chief pilot and the information entered in to the ARSA. No person may fly a Club aircraft as pilot-in-command unless all these requirements are met.
- III-10. No member may operate any Club aircraft in violation of existing Federal Aviation Regulations, state, local, and Club rules or the appropriate aircraft operating manual.
- III-11. No member shall operate a Club aircraft in any aerobatics maneuver prohibited by the appropriate airplane operating manual or by any applicable Federal Aviation Regulation.
- III-12. No member shall land Club aircraft at any location which is not designated as an airport by the Airman's Information Manual (AIM), unless that location is specifically approved by the board as a suitable landing site. Only emergency landings are exempted from this rule.
- III-13. There shall be no formation flying of the Club aircraft with any other aircraft unless approved in advance by the club Board of Directors.
- III-14. No member shall allow use of the Club aircraft for sport parachute jumping.
- III-15. No member shall take the aircraft out of the continental limits of the United States without the permission of the Board/aircraft owners.
- III-16. Any member who has his/her certificate revoked or suspended or who has the privileges of said certificate revoked or suspended by the Federal Aviation Administration or the Department of transportation shall be restricted from using Club aircraft. Such restriction shall be entered into the ARSA to prevent the suspended or restricted member from scheduling aircraft until such revocation or suspension is lifted. Any member who willfully violates any of the restrictions set forth in these Operating Rules shall be suspended from privileges of flying Club aircraft and may be suspended from membership by the Board.

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- III-17 Club aircraft shall not be used for charter or for hire. This provision does not apply to fees charged for flight instruction services offered to active members by Board approved Certified Flight Instructors. This provision specifically precludes members from "sharing" expenses with non-members beyond actual aircraft operating costs. All promotional or charity flights offered to non-club members or outside organizations require the prior approval of the Board. Promotional flights offered by the Club to persons or other organizations where any fee has been charged or tickets sold (e.g., for a raffle or auction for charity fund raisers, etc.) shall only be flown by an active club member who has been approved by the Board for that flight.
- III-18 All club members shall contact a Flight Service Station prior to attempting ANY flight, local or cross-country, whether on a flight plan or not. The purpose of this call is primarily to ascertain the status of current rules regarding General Aviation flight, specifically, the status of Temporary Flight Restrictions (TFR's).
- III-19 Special Instructions:
- a) Due to wheel fairing damage, the Archer is restricted to hard surface runways (no grass, turf, dirt, etc.) unless the soft surface/runway is approved by the Board and posted in the club house. Requests for such runways must be submitted to and approved by the Board BEFORE use. Emergency use is an exception, of course.
 - b) **Preflight fuel check:** When accomplishing the preflight fuel check, ensure the fuel is collected in a suitable container and placed in the container within the hangar. Use the GATS jar if provided. Do not dump fuel on the ramp or in the hangar as this damages the ramp and/or hangar surface.

These operating rules are intended for safety and fairness of all club members. Nothing in these rules, implied or explicit, is intended to be less restrictive than existing FAA rules and regulations. If a conflict arises between these Operating Rules and FAA rules and/or regulations, the FAA documents shall take precedence.

ARTICLE IV - Proficiency

- IV-1. No member shall fly Club aircraft as pilot-in-command unless he/she meets all proficient requirements as specified by the appropriate Federal Aviation Regulation.

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- IV-2. Members who are or have been Marginally Current or Noncurrent during the calendar year, and/or who have less than 200 hours of total flying time shall be required to receive an annual flight review with a Board approved Certified Flight Instructor. This review will be the FAA required biennial review or a club required review. The level of the club review shall be at the discretion of the board approved Certified Flight Instructor. Members who maintain a Proficient or Current status and have more than 200 hours of total flying time are required to complete the FAA required biennial review only. The status of all members shall be tracked by the Chief Pilot/Safety Officer and posted monthly.
- IV-3. Any member who has not flown during a consecutive ninety (90) day period in a category and class of aircraft for which he/she is qualified shall be required to have a check ride by a Board approved Certified Flight Instructor before using any Club aircraft in that class as defined in Article I3. Currency in a higher class of aircraft shall meet currency requirements for lower classes of aircraft for which this member has been checked out per Article III-1.
- IV-4. All check rides will be duly entered and signed off in the pilot's logbook; each member will supply the chief pilot with a copy of this certification.

ARTICLE V - Flight Minimums

- V-1. For safety purposes, each active member is encourage to engage in frequent flying activity. A minimum of 1 hour per month and three landings per month is highly recommended but not required. To encourage members to maintain a high degree of competency, the following classes of proficiency are established:

PROFICIENT: A member who flies a minimum of 1 hour per month within the preceding 6 months, logs at least three landings per month and maintains night currency.

CURRENT: Has not flown in the preceding calendar month but flies a minimum of one hour and logs at least three landings in the current month. A member who continues to fly 1 hour per month for 6 months may be reclassified as a PROFICIENT member provided all other requirements of that category are met.

MARGINAL: Has not flown in the preceding two calendar months but flies a minimum of 1 hour and logs at least three landings during the current month. A member at the MARGINAL level may not operate a Club aircraft as Pilot-In-Command until flying the required 1 hour and flying with a board approve Certified Flight Instructor. This flight shall be the minimum necessary as deemed by the instructor and when successfully completed, will place the member in the CURRENT class. The

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member's flight logbook will be annotated by the instructor and the Chief Pilot notified of the successful upgrade of the member's pilot status. A marginal member will become non-current if 90 consecutive days has elapsed since his/her last flight.

NON-CURRENT: A member who has not flown in the preceding 90 consecutive days. Article IV-3 of the Operating Rules shall apply.

- V-2 At least half of the minimum time each active member is required to fly each month must be flown in the highest class of aircraft in which the member is qualified.
- V-3. Compliance with the records requirements stated previously in III-9 and flight activity as stated in V-1 above shall be monitored through the use of a PILOTS STATUS LIST. This list shall be updated monthly by the club Chief Pilot/Safety Officer and will be posted in the aircraft flight time log books. No member may operate a club aircraft as Pilot-in-Command or in solo flight unless "Proficient or Current" status is indicated for that person in the latest PILOTS STATUS LIST. "Board approved Certified Flight Instructors are authorized to make interim updates to the latest PILOTS STATUS LIST upon completion of currency flight training by an active club member and upon verification of receipt of copies of all records required for Club files. Such interim revisions shall be made directly on the PILOTS STATUS LIST by the Club instructor and shall be dated and signed by the instructor authorizing the return of an active member to Club "current" status.
- V-4. Club members shall demonstrate compliance with V-1 above by indicating flight time with a Club aircraft log book entry; or in the case of private owners, a flight log book entry; or in the case of FBO renters, actual receipts. Other forms of verification may be presented to the Board for their consideration.

ARTICLE VI - Repair and Maintenance of Club Aircraft

- VI-1. All aircraft used by the Club shall be maintained and repaired in accordance with applicable Federal Aviation Regulations. All repair and maintenance of Club owned aircraft will be performed only by directions of the club maintenance officer or the Board. In the case of club leased aircraft, repair and maintenance will be performed at the direction of the aircraft owner. Repairs and maintenance which become necessary during a cross-country flight operation away from the home base of Club aircraft will be made at the discretion of the pilot-in-command and shall not exceed \$300. Approval shall be obtained from the Club Maintenance Officer (or a Club Board Member acting in the behalf of the Club Maintenance Officer) for repairs and maintenance in excess of \$300. Members shall be reimbursed for such repair and maintenance upon presentation of a properly itemized billing receipt to the treasurer. Members shall report immediately any malfunction of aircraft and shall make no adjustments or repairs to any component or equipment of Club aircraft unless he/she has specific authority to do so from the Board.

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ARTICLE VII - Purchase of Gas and Oil

- VII-1. After flying a Club aircraft and relinquishing control, it will be the duty of each member to ensure that the fuel tanks of that aircraft are filled as follows: C150- 1½ inch from top of filler neck; Archer - fill to 34 gallon (17 gal tab in each tank). The Club member shall make an appropriate entry in the aircraft usage log as to the amount of fuel or oil added and the tach time at refueling. If fuel is not added at the end of flight (e.g., if fuel is not available), an entry indicating the reason for not refueling shall be made in the aircraft usage log.
- VII-2. Expenses for fuel and oil purchased by a member for Club aircraft away from home base will be deducted from the aircraft wet rate upon presentation to the treasurer of dated cash receipts bearing the aircraft registration number. Fuel reimbursement expenses will be refunded at the base fuel price per gallon which was utilized by the Board to establish wet rental rates for the aircraft or for actual cost of fuel if less than the base fuel price per gallon. Fuel costs in excess of the base fuel price will be the responsibility of the member who made the purchase.

ARTICLE VIII - Parking of Aircraft

- VIII-1. It is the responsibility of the pilot-in-command to ensure that Club aircraft are secured with proper tie down accommodations and that gust locks are installed at the conclusion of each flight. Gust locks and tie downs are not required if the aircraft is secured in a closed hangar. The pitot tube cover shall be installed when the aircraft is parked for an extended time on the ramp or over night. This also applies when the aircraft is parked in the hangar.
- VIII-2. Under no circumstances will Club aircraft be left unattended at fuel servicing areas

ARTICLE IX - Rates and Billing

- IX-1. Members shall pay the base hourly rate for each individual aircraft as determined by the Board.

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- IX-2. Aircraft time utilization is determined by the recording of elapsed time as indicated by the tachometer time. In the case that the tachometer is in-between numbers, the number shall be rounded to the nearest higher tenth or hundredth of an hour, as applicable to the aircraft being flown.
- IX-3. Each member shall be responsible for accurately logging his/her flight time **and landings** in the flight log.
- IX-4. The normal use of the Archer is for cross-country, overnight stays. The Cessna 150 is primarily a trainer and used to train student pilots, or pilots upgrading to a higher license classification. Nothing precludes any club member, when qualified per Article III-1, from scheduling any club aircraft for the member's use. Scheduling of these aircraft, via the ARSA, shall be as follows:

Hrs Scheduled	Minimum Flying Hours	
	WE	WD
0 - 6	no min	no min
> 6 - 12	1.0	no min
> 12 - 24	2.0	1.0
> 24 - 36	3.0	1.5
> 36 - 48	4.0	2.0
>48 - 60	5.0	2.5
each 12 hours over 60 hours to a maximum of 168 hours	1.0	0.5

WE (weekend) - Friday noon to Monday 0800
WD (weekday) - Monday 0800 to Friday noon

Example 1: Member schedules the aircraft from 0800 Saturday to noon the following day for a cross country. This is a 28 hour period on the weekend (WE), therefore the member is obligated to pay for a minimum of three hours.

Example 2: Member schedules a local flight for an hour and a half on Friday from 1630 to 1800 for landing or instrument proficiency. The member actual logs 0.7 hours. Since it is a local flight of less than 6 hours, the member is obligated to pay just for the tach time of his/her flight, in this case, 0.7 hours.

Example 3: Member schedules the aircraft for a cross country from Thursday noon to 1600 on Saturday. This is a period of time of 52 hours. The member is obligated to pay for a minimum of 4.0 hours. Since the first 24 hours is WD, 1 hour of flight time is obligated for that time. The remaining

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scheduled time (28 hours) falls in the WE category and obligates the member for 3 hours. Therefore the total obligation by the member is 4.0 hours.

These minimums shall apply for all reserved time periods whether or not the member actually flies, unless the reserved time period is officially canceled.

Exceptions to these minimums may be made by an approval of a majority of the members of the Board.

- IX-5. The billing period shall run from the first day to the last day of each month. Bills and payments are considered due and shall be mailed or presented to the club treasurer no later than the 15th day following the billing date.
- IX-6. Any member who is found to be 30 days or more delinquent in payment for flight time, dues, or other charges may be assessed a penalty equal to 10% of the delinquent amount. This penalty is cumulative and will be compounded monthly. Further, a member who is 60 days or more delinquent is suspended from using club equipment until his/her account is settled. Violation of this rule is grounds for termination of membership.

ARTICLE X - Enforcement

- X-1. All bylaws and regulations will be enforced by all Majors Flying Club members. All complaints and suggestions shall be filed with the President.
- X-2. Any violation of the Federal Aviation Regulations or the existing Operating Rules and Bylaws of the Club shall constitute cause for immediate grounding, and any member so grounded shall remain as such until further action is taken by the Board.
- X-3. Members are responsible to be familiar and comply with current Federal, State, Local and Club Regulations.

ARTICLE XI - Insurance

- XI-1. The aircraft owner will maintain full hull coverage and liability insurance on Club leased aircraft according to limits established by the Board and the owner. Minimum limits shall be consistent with good operating practices so as to offer the best available protection to Club assets and to the safety and protection of members. Nothing in this section shall be construed to mean that individual members shall not obtain personal coverage in limits and amounts they deem fit and proper.
- XI-2 All club members acting as PIC in club aircraft shall ensure each passenger carried aboard club aircraft has read and signed a RELEASE OF CLAIMS form. These forms, with instructions, will be

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in each logbook. This form is to be completed PRIOR to each flight by each passenger who is not a club member. The completed form is NOT to be carried aboard the aircraft. For flights originating and departing from Majors Field, the completed form shall be inserted in the PIF book in the club house. Instructions for flights away from Majors Field are located in the club house PIF book and in each aircraft logbook.

ARTICLE XII – SAFETY AND ACCIDENT REPORTING

- XII-1 It shall be the goal of each member to operate club aircraft in the most efficient and safe manner as possible. The flying club board, particularly the maintenance officer, shall make every attempt to ensure that all club aircraft are maintained to the highest standards.
- XII-2 In the event of a mishap or accident, the pilot in command will take all necessary steps to preserve and protect the lives of his/her passengers and/or the lives of personnel on the ground. Further, the pilot-in-command shall be familiar with the provisions of 49 CFR 830, “NOTIFICATION AND REPORTING OF AIRCRAFT ACCIDENTS OR INCIDENTS AND OVERDUE AIRCRAFT, AND PRESERVATION OF AIRCRAFT WRECKAGE, MAIL, CARGO, AND RECORDS”.
- XII-3 The following procedures may be used to aid the pilot-in-command in the event of a mishap or accident. It is imperative that the pilot-in-command understands the definitions of “Aircraft Accident” and “Substantial Damage”. For instance, landing short of the runway, with no injury to the occupants of the aircraft or any person on the ground, damaging the propeller, does not constitute an accident for the purposes of the Part 830 report.

WITHIN THE CONFINES OF THE AIRPORT PROPER:

Attempt to announce on Majors CTAF the nature of the problem with the aircraft. If an emergency exists, so state. L-3 Fire Protection monitors 118.65 when the tower is closed. Therefore, if fire/crash protection is required, making the announcement on Majors CTAF will alert L-3 Fire Protection and minimize the fire/crash crews and vehicle(s) response time.

OUTSIDE THE CONFINES OF THE AIRPORT PROPER:

Pilots are expected to use good judgment and follow proscribed procedures with respect to NTSB and FAA regulations and guidelines. The PIC shall contact the club's chief pilot/safety officer as soon as possible after a mishap or accident. If the chief pilot/safety officer is not available, then contact any other member of the flying club board

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ARTICLE XIII - Changes and Amendments

- XII-1. Changes in or amendments to these Operating Rules may be effected only by the majority vote of the Board at a regular or special meeting called for such purpose.
- XII-2. Any changes or amendments to these Operating Rules shall be mailed to each member of the Club.
- XII-3. Recommended changes to the Operating Rules will be welcomed by the Board for their consideration.

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Operating Rules - Addendum 1

Class 1 Aircraft

TYPE:	Cessna 150L 100 HP Fixed Gear
REGISTRATION:	N19481
MINIMUM REQUIREMENTS:	Rated Pilots - Current medical BFR, and Club Annual per Operating Rules, Checkout or Endorsement from Board-approved CFI Student Pilots - Current medical/ Student Pilot Certificate, endorsement from Board-approved CFI
PILOT CURRENCY:	One hour and three landings within past 90 days or checkout with Board- approved CFI (pilots)
SCHEDULING:	Use Automated Reservation System for Aircraft Rated pilots scheduling limited to local flight only without prior Board approval.
RATE:	36.00/hour TACH wet (Based on \$2.15/gal for Fuel)
IN CASE OF EMERGENCY:	Notify any Board member of the Majors Flying Club.

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Operating Rules - Addendum 2

Class 2 Aircraft

TYPE:	1981 Piper Archer II (PA-28-181) 180 HP Fixed Gear
REGISTRATION:	N8367T
MINIMUM REQUIREMENTS:	Rated Pilots - Current medical BFR, and Club Annual per Operating Rules, Checkout or Endorsement from Board-approved CFI Student Pilots - Not available for student training.
PILOT CURRENCY:	One hour and three landings within past 90 days or checkout with Board- approved CFI (pilots)
SCHEDULING:	Use Automated Reservation System for Aircraft RATE: 52.00/hour TACH wet (Based on \$2.15 /gal for Fuel)
IN CASE OF EMERGENCY:	Notify any Board member of the Majors Flying Club.