



100 Majors Road • GREENVILLE, TX • 75402

OPERATING RULES

31 July 2020

Rev J

Approved by the Majors Flying Club Board

President (date)

Vice President (date)

Secretary (date)

Treasurer (date)

Maintenance Officer (date)

Chief Pilot/Safety Officer (date)

OPERATING RULES

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OPERATING RULES

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 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

RECORD OF REVISIONS (Cont.)

REV	DATE	PARAGRAPHS AFFECTED	REMARKS
A	6/20/96	VII-3	Paragraph deleted
		VIII-1	Revised & consolidated VIII-2 into VIII-1
		VIII-2	Replaced by VIII-3
		VIII-3	Paragraph deleted
		IX-2	Changes reference from Hobbs meter to Tach
		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
		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

RECORD OF REVISIONS (Cont.)

REV	DATE	PARAGRAPHS AFFECTED	REMARKS
B	6/1/99	IX-3	Added the logging of landings in aircraft flight log
		IX-4	State normal usage of aircraft and tabularized schedule time versus flying time
		XI-1	Changed name to Majors Flying Club
		Addendum 1/2	Changed scheduling method to ARSA. Changed name to Majors Flying Club.
C	1 May 04	throughout	Changed name of parent company to L-3 Communications Integrated Systems, LTD
		Article III	Added, "and Special Instructions" to article name
		III-18	Added: Requires club members to call FSS prior to each flight
		III-19	Added: Special Instructions
		III-20	Previous paragraph III-18 renumbered
D	3 May 05	Table of Contents	Inserted new Article 12, renumbered old 12 as 13
		III-6	Clarified Instructor requirements for club members
		Article XII	Added: Safety & Accident Reporting
E	1 Jan 06	Addendum 1/2	Updated to current rates for aircraft
F	26 Sep 08	IX-1	Change to methodology for calculating lease rates
		Addendum 1/2	Change to methodology for calculating lease rates
G	26 Sep 09	Table of Contents	Added Article VI, "Training", renumbered subsequent Articles VII to XIV
		throughout	Changes made throughout document
H	11 June 18	throughout	Changes made throughout document
J	31 Jan 20		Changed all references from ARSA to Flight Circle. Changed all references from L3 to L3Harris.
		II-1	Describes Flight Circle Users Handbook
		II-3	Changes reservation time from 2 to 6 weeks in advance. Restricts number of times a member may schedule an aircraft in a 7 day period
		II-7	Allows posting of itinerary and passengers on Flight Circle
		III-3	Restricts training or proficiency flying in club aircraft to club members
		III-12	Changed Airfield/Facilities Directory to Chart Supplement

		VI-5	Changes “may” to “shall”
		VIII-1	Changes wording on refueling club aircraft
		X-3	Logging flight time in Flight Circle
		X-5 & X-6	Deleted Billing information (transferred to By-Laws
		XI-3	Clarifies compliance with current Federal, State, Local and Club Regulations.
		XIII-1	Changed flying club board to Board of Directors,
		Addendum 1 & 2	Adds “3 rd class FAA” for minimum medical certificate. Changes base rate for both aircraft.

OPERATING RULES

ARTICLE I - Aircraft

- I-1. Aircraft used by the Club may be either owned by the Majors Flying Club (a member of the L-3Harris Communications Integrated Systems, Ltd Greenville Employees Club), leased from, or chartered from other sources.
- I-2. The Majors Flying Club Board of Directors, hereafter referred to as the “Board”, shall endeavor to provide the type, number and class of aircraft required to suit member’s 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 and Scheduling

- II-1. Reservations must be made using Flight Circle (www.flightcircle.com). The Flight Circle User’s Handbook details the clubs implementation of the application. A copy of the handbook is available in the Dashboard section of Flight Circle. In the event Flight Circle is temporarily out of service, the board will provide an interim back up method of scheduling.
- II-2. Scheduling conflicts should be resolved by the members involved. If unable to do so, the Chief Pilot shall resolve the scheduling issue.
- II.3 Club aircraft may not be scheduled more than six weeks in advance for periods of 6 hours or less in duration. To allow aircraft to be available to other club members, no member shall schedule more than two scheduled periods in any 7 day period by the same member unless prior approval by the board is sought and given.
- II-4 Club aircraft may not be scheduled more than 6 weeks in advance for periods of greater than 6 hours in duration without prior Board approval
- II-5 Except for sharing a reserved time slot with another member, under no circumstances may a plane be flown by a member without a reservation for that flight in Flight Circle under that member’s name. In the case of a shared flight, it is permissible for a member to reserve the plane in their name and for each member to fly the airplane during that reserved time slot.

- II- 6. 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 state the difficulty, and give an estimated time of arrival. In addition, the member should make a reasonable attempt to notify any member who may have the aircraft scheduled following the delayed flight. All delays should be reported promptly to prevent any undue anxiety, investigation, search for or rescheduling of aircraft.
- II- 7. On cross-country flights a written itinerary must be filed in the club house or on Flight Circle 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 any portion of the trip. The cross-country flight information shall be posted on the status board in the club house or posted in Flight Circle in the Route and Public Notes section of a reservation.

ARTICLE III - Restrictions of Use and Special Instructions

- III-1. No member may act as pilot-in-command (PIC) 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. The CFI conducting the PIC checkout shall use MFC form 8 and submit the completed form to the Chief Pilot. This form and all MFC forms are available on the club web site. The Chief Pilot will then update Flight Circle to reflect the member's current ability to schedule the aircraft.
- III-2. All flights are to be made within the limits of the FAA certificate of the PIC member piloting the aircraft.
- III-3. Club aircraft shall be used only by and for members of the Club. Any training or proficiency flying shall be solely for the benefit of the club member. No person, except a Regular members of the Club, shall fly as PIC. A Regular or Associate member of the club may act as safety pilot of Club aircraft provided they have a current 3rd class or higher medical certificate. Associate members, flying as a safety pilot, cannot be PIC. 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. As allowed by the current insurance carrier, a certified A&P mechanic who meets all applicable Federal Aviation Regulations may be allowed PIC privileges by the Board for maintenance reasons only, even though he/she may not be a member. In this case only a minimum crew will be aboard the aircraft, the additional crew member to be approved prior to the flight by the Chief Pilot.
- III-4 a) 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

unless that passenger has a Covenant Not to Sue form filed with the Chief Pilot. These forms, with instructions, will be in each logbook.

b) Passengers under the age of 18 must have a parent or guardian complete the RELEASE OF CLAIMS FOR DEPENDENTS form. This form is to be completed PRIOR to each flight and/or cross country flight by each passenger. For cross country flights, the Release of Claims is valid for the duration of the cross country.

c) It is the PIC's responsibility to ensure that the Release of Claims form for each passenger is completely and properly completed. No alteration or addition to the form is allowed. The PIC shall legibly print his/her name at the bottom of the form where indicated

d) 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.

e) An electronic, digitally signed copy of the Release of Claims form (adult or dependent) may be used provided the completed form is e-mailed to webmaster@majorsflyingclub.org.

- III- 5. No member shall act as PIC of Club aircraft carrying passengers between one hour after sunset and one hour before sunrise unless he/she has been certified for night flying by a board approved CFI and has satisfied the recent flight requirements of CFR 61.57(b)(1) This certification shall require all Regular members accomplishing a PIC checkout in the club's aircraft, to have a minimum of 3 night landings to a full stop, a go around at night and a "blackout landing" (no landing light).
- III- 6. 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- 7. No student pilot shall engage in flight operations in a Club aircraft involving cross-country flight unless he/she is specifically authorized for solo cross-country flight by a Board approved Certified Flight Instructor. The student pilot shall have his/her logbook with the appropriate CFI endorsements prior to all solo cross-country flights according to the applicable Federal Aviation Regulations.
- 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 immediately expelled from membership in this Club without following the provisions contained within the club's by-laws.

- III- 9. It is the responsibility of each Regular member flying Club aircraft as PIC to see that his/her medical certificate and pilot certificate are at all times current and carried with him/her for each flight. Currently, the club requires all PICs to have a standard 3rd class or higher medical certificate (Basic Med is not accepted). These documents must also be on file with the chief pilot and the information entered in to Flight Circle. In addition, PICs are required to have in their immediate possession a government issued photo ID. No person may fly a Club aircraft as PIC 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 Chart Supplement (CS) unless that location is specifically approved by the board as a suitable landing site. In addition, the Archer is prohibited from using other than hard surface runways unless prior approval from the Board is obtained. 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 operating Club aircraft as PIC. Such restriction shall be entered into Flight Circle 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 subject to a hearing by the Board to determine if remedial action is warranted. .
- 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 Regular 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 Prior to all flights, the PIC shall contact Flight Service Station, either via telephone or indirectly using approved devices and procedures approved by the FAA, prior to attempting ANY flight, local or cross-country, whether on a flight plan or not. The purpose of this contact is primarily to receive a formal standard briefing, to receive current and forecast weather conditions, NOTAMs for the proposed flight, and 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. DO NOT PLACE HEADSETS, CLIP BOARDS or any hard objects on the Archer's glare shield. This is to prevent scratching the inside of the windshield.
- 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.
- c. When the tower is in operation (Mon-Fri 0730-1600), call them on ground (121.7 MHz) for taxi. Listen to AWOS before calling ground for taxi and when you report to the ground controller, add "have AWOS info" in your taxi request. Ground will then issue instructions to taxi to the active runway and you simply acknowledge with the runway number. Do not say, "I have the numbers". This is phraseology that may be used after receiving ATIS info at airports that have ATIS. Once your Before Takeoff Checklist is complete, contact tower on 118.65 for takeoff clearance. After the final landing and after clearing the runway, the tower may ask you to monitor ground. Unless specifically requested to do so, do NOT make a radio call on ground frequency if requested to "monitor ground". Simply monitor 121.7 MHz and taxi to parking. When tower is not in operation, call on CTAF, 118.65MHz, as before.
- d. When setting & caging the DG, ensure the SET/CAGE shaft is pushed all the way in before setting the heading.
- e. Archer: Observe the Sky-Tech Flyweight starter limits. A change to the member's personal POH is available to members.
- f. Upon engine start, adjust RPM to less than 1,000 RPM, then check for an indication of oil pressure. Follow POH guidance. This procedure minimizes engine wear on start.
- g. If an aircraft in-flight emergency or a situation requiring immediate help is encountered when landing at Majors Field airport, the PIC should first attempt to contact the Majors Tower, 118.65 MHz and notify them of the situation and what assistance is needed. If the tower is closed, call "Fire Control" for assistance. If

- unable to contact Fire Control on the radio, use your cell phone to call them at 903-457-4900. If the aircraft is disabled and on the runway, the PIC should make a blanket call on the Majors Field CTAF alerting any aircraft on CTAF that an aircraft is disabled and on the runway at Majors. The PIC is expected to remain with the aircraft until such time that the aircraft has been safely removed from the runway.
- h. There is an approved drop zone for parachute operations located 1 mile east of the north end of the runway. This drop zone may be used when the tower is open or closed. The standard left hand pattern for runway 17 may be used until the jump plane announces "Jumpers away". When a conflict exists between jumpers and fixed wing aircraft in the traffic pattern, the fixed wing aircraft have the option of remaining clear of the traffic pattern, using a right pattern for runway 17, or remaining on the ground until all jumpers have landed.
 - i. There is another area just west of the runway, approximately 1 mile west of the south end of the runway that jumpers may use when the tower is closed. It may be referred to as "DZ West". If this drop zone is being used, aircraft have the option of using a right pattern for runway 35, remaining clear of the traffic pattern, or remaining on the ground until all jumpers have landed.
 - j. After each flight, it is the PIC's responsibility to ensure that the windshield and the wing leading edges are cleaned. Use the materials provided and use only approved cleaning material for the Plexiglas windshields
 - k. After starting the Archer engine & with the GPS ON and operating, check "SET 9". Bus voltage should show approximately 14.0 V. If less than 13.5 V, DO NOT FLY, report discrepancy to Maintenance officer. Cessna bus voltage is read on "SET 10".
 - l. Club members acting as PIC of club aircraft, who encounter maintenance issues with the aircraft while on a cross-country, are authorized up to \$300 to repair the problem. It is imperative that any maintenance performed on the aircraft, unless it falls within the preventative maintenance as authorized by the FAR's, is completed by an FAA certified A&P mechanic and that such procedures are completed in accordance with the aircraft maintenance manual and/or accepted maintenance procedures and practices. If the PIC has any doubt as to the validity or appropriateness of the repair, he/she shall contact a) the club maintenance officer, b) the club A&P mechanic, or c) a board member PRIOR to initiating the repair.
 - m. Engineering studies reveal that the weight limit on the seat of either aircraft is limited to a maximum of 255 pounds per seat. This limit is NOT reflected in the POH. The policy of the Majors Flying Club shall be that the 255 pound limit per seat shall be observed.
 - n. The GTX 345 installed in the Archer has an internal storage limit of thirteen (13) Personal Electronic Devices (PED's) and a limit to the number of PED's that may

be connected at one time. Review the procedure to connect a PED by accessing this information from the club's web site. A copy of this procedure is also located in the aircraft.

- o. Both aircraft have an oil pan heater installed. The heater is to be plugged in and operated for at least one hour before starting the engine whenever the overnight ambient temperature was less than 50° F. Each heater has a thermostat that will turn off the heater when the oil temperature exceeds 165° F

III-20. 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. For safety purposes, each Regular member is encouraged 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. A member at the MARGINAL level may not operate a Club aircraft as PIC until 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 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.

IV-2 At least half of the minimum time each Regular member is required to fly each month must be flown in the highest class of aircraft in which the member is qualified.

- IV-3. Compliance with the records requirements stated previously in III-9 and flight activity as stated in IV-1 above shall be monitored through the use of a PILOTS STATUS LIST. This list shall be maintained by the club's Chief Pilot/Safety Officer and updated monthly. . No member may operate a club aircraft as PIC 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 Regular 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 a Regular member to Club "current" status.
- IV-4. Club members shall demonstrate compliance with IV-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 V – Flight Minimums

- V-1. No member shall fly Club aircraft as (PIC) unless he/she meets all proficient requirements as specified by the appropriate Federal Aviation Regulation.
- V-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 [designated as Low Time Pilots] shall be required to receive an annual flight review with a Board approved Certified Flight Instructor. This review will be the FAA required flight 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 flight review only. The status of all members shall be tracked by the Chief Pilot/Safety Officer. The Chief Pilot shall notify members who become due for a Flight Review or a Low Time Pilot Review.
- V-3. A (PIC) qualified member who has not flown during a consecutive ninety (90) day period in any category and class of aircraft for which he/she is qualified shall be classified as Non-Current. Non-Current club members are required to have a check ride by a Board approved Certified Flight Instructor before acting as PIC in any Club aircraft in that class as defined in Article I-3. 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.
- V-4. All check rides and Flight Reviews will be duly entered and signed off in the pilot's logbook; each member will supply the chief pilot with a copy of the logbook entry showing the date of flight, hours flown, CFI endorsement, and the maneuvers accomplished.

ARTICLE VI – Training and Flight Reviews

VI-1 Any training accomplished using any airplane under the control of the Majors Flying Club will be undertaken with a Board approved CFI. Prior to undertaking any training (e.g., Private, Commercial, Instrument, etc.) a Training Authorization form (MFC form 5) shall be completed by the prospective student, prospective instructor and approved by the Chief Pilot. In addition, prior to the start of any training, the CFI providing the training shall adhere to the provisions of 49CFR 1552 as located on the club's web site under the CFI "button")

Note: MFC forms and pertinent portions of this regulation and the TSA letter dated October 10, 2004 are available on the club's web site. The TSA letter is important for CFI's as it allows the CFI to endorse his/her logbook and the student's logbook regarding verification of US citizenship in lieu of retaining documents outlined in 49 CFR 1552.

VI-2 Any training accomplished using any airplane under the control of the Majors Flying Club, and subject to the provisions of paragraph VI-1, will be the responsibility of a Board approved CFI. The Chief Pilot or his designee will be responsible to monitor all training.

VI-3 A training folder for each student pilot or member undergoing advanced training shall be kept in the club house. This folder shall contain, as a minimum the following documents:

- a) Completed and approved Training Authorization form (MFC form 5),
- b) Record of Training Progress (MFC form 6A, 6B or 6C)
- c) Pre solo quiz (student pilots only)
- d) Annotation to certify the completion for the training undertaken
- e) Date and results of the Practical Test
- f) Any other documents deemed appropriate by the CFI

Note: MFC forms are available on the club's web site.

Each CFI shall annotate the record of training in the individual training folder as the lessons are completed. Once the training has been completed, the CFI shall place a copy of a certificate of training or annotate the Record of Training Progress to indicate satisfactory completion of the training. The results of the Practical Test shall also be noted.

VI-4 It is the policy of the Majors Flying Club that ALL student pilots shall complete the FAA written exam prior to the start of flying training for the Private Pilot certificate.

VI-5 Flight Reviews for each Regular member shall be conducted by a Board approved CFI in a club aircraft. Exceptions to this rule will be considered by the Board prior to the Flight Review on a case by case basis.

- VI-6 Initial PIC checkout or instrument training in the club's Archer aircraft will require the member to complete the systems class for that aircraft prior to the first flight in the Archer. The systems class for other members will be considered on a case by case basis.

ARTICLE VII - Repair and Maintenance of Club Aircraft

- VII-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 PIC 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.

ARTICLE VIII – Refueling and Purchase of Gas and Oil

- VIII-1. When refueling club aircraft, it will be the duty of each member to ensure that each aircraft is refueled as follows: C150- fill to 14 gallons total; Archer - fill to 34 gallons (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. Fuel can be obtained from the fuel truck when the FBO is open, or from the self-serve pump 24/7. The fuel card in the Cessna is located in the aircraft binder and in the Archer it is located in the baggage compartment. The fuel card may be used only when using the self-serve fuel pump at KGV. It shall not be used for any other purpose. Charges for the self-serve fuel at Greenville will be made directly to the club's fuel account with the city of Greenville
- VIII-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. Members will not be reimbursed for parking or other incidental fees except for hangar fees as noted in Article IX-3

ARTICLE IX - Parking of Aircraft

- IX-1. It is the responsibility of the PIC 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 regardless of where the aircraft is parked.
- IX-2. Under no circumstances will Club aircraft be left unattended at a self-service fuel area
- IX-3. If inclement weather is forecast at the cross country destination, members are encouraged to hangar the aircraft in these situations and will be reimbursed for up to two days of hangar fees.
- IX-4. When the Archer is on a cross country trip and is remaining overnight on a ramp, the cover shall be taken and properly secured on the aircraft. The cover provides a small measure of security as well as protection from rain and the sun.

ARTICLE X - Rates

- X-1. Members shall pay the hourly rate for each individual aircraft as determined by the Board. The base hourly rate for each aircraft will be as shown in Addendum 1 and 2. The total hourly rate will be determined by the board based upon the base rate of each aircraft plus the hourly fuel consumption rate at the current full service fuel prices as set by the Majors Field FBO.
- X-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.
- X-3. Each member shall be responsible for accurately logging his/her flight time and landings in the flight log as well as logging his/her flight time in Flight Circle via the Check-In process.
- X-4. The normal use of the Archer is for cross-country or overnight stays. The Cessna 150 is primarily a trainer and used to train student pilots or for currency flights. Either aircraft may be used by pilots upgrading to a higher rating. Nothing precludes any club member, when qualified per Article III-1, from scheduling any club aircraft for the member's use. However, priority of use shall be governed as follows:
 - a) Cessna: Priority to student pilots for local and cross country flights
 - b) Archer: Cross country flights, instrument training, local flights

Scheduling of aircraft, via Flight Circle, 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 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 prior to undertaking the flight.

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

~~X-5. Deleted. Billing and dues information are located in the By-Laws of the Majors Flying Club.~~

~~X-6. Deleted. Billing and dues information are located in the By-Laws of the Majors Flying Club.~~

ARTICLE XI - Enforcement

- XI-1. All bylaws and regulations shall be observed by all Majors Flying Club members. All complaints and suggestions shall be filed with the President.
- XI-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.
- XI-3. Members are required to be familiar with and to comply with current Federal, State, Local and Club Regulations.

ARTICLE XII - Insurance

- XII-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.
- XII-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. Refer to Article III-4 for the procedures related to the Covenant Not to Sue and the Release of Claims forms.

ARTICLE XIII – SAFETY AND ACCIDENT REPORTING

- XIII-1 It shall be the goal **and the responsibility** of each member to operate club aircraft in the most efficient and safest manner possible. The Board of Directors, particularly the maintenance officer, shall make every attempt to ensure that all club aircraft are maintained to the highest standards.
- XIII-2 In the event of a mishap or accident, the PIC 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 PIC 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”. Each aircraft has a list of contacts located in their respective three ring binders for use in case of an emergency. Members are encouraged to review this list periodically.

XIII-3 The following procedures may be used to aid the PIC in the event of a mishap or accident. It is imperative that the PIC 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:

PICs are expected to use good judgment and follow prescribed 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

ARTICLE XIV - Changes and Amendments

- XIV-1. Changes in or amendments to these Operating Rules may be effected only by a majority vote of the Board of Directors at a regular Board of Directors monthly meeting or at a special Board of Directors meeting called for such purpose.
- XIV-2. All approved changes or amendments to these Operating Rules shall be communicated to all Regular members of the Club within thirty (30) days of the changes being approved. The effective date of the Operating Rules will be thirty (30) days from date of the revision as documented on the coversheet and in the footnotes of the Operating Rules. The changes will be communicated to the Regular members via email, hard copy, posting on the club website, or any combination of the above at the discretion of the Board of Directors.
- XIV-3. Recommended changes to the Operating Rules will be welcomed by the Board for their consideration.



Operating Rules - Addendum 1

Class 1 Aircraft

TYPE:	Cessna 150L 100 HP Fixed Gear	
REGISTRATION:	N19481	
MINIMUM REQUIREMENTS:	Rated Pilots - Current 3 rd class FAA medical, Flight Review, and/or Annual Club check per Operating Rules, Checkout and/or Endorsement from Board-approved CFI Student Pilots - Current 3 rd class FAA medical/ Student Pilot Certificate, endorsement from Board-approved CFI	
PILOT CURRENCY:	See ARTICLE V - Flight Minimums	
SCHEDULING:	Use Flight Circle have priority for scheduling	Student pilots
RATE:	Base rate of \$ 36/hour plus the cost of fuel at current Majors Field FBO price. Fuel consumption is based on a rate of 6 gallons/hour	
IN CASE OF EMERGENCY:	Notify any Board member of the Majors Flying Club.	



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 3 rd class FAA medical, Flight Review, and/or Annual Club check per Operating Rules, Checkout and/or Endorsement from Board-approved CFI Student Pilots – N/A not used for Student training.
PILOT CURRENCY:	See ARTICLE V - Flight Minimums
SCHEDULING:	Use Flight Circle Priority: 1) Cross country, 2) instrument training, 3) local flying
RATE:	Base rate of \$ 40/hour plus the cost of fuel at current Majors Field FBO price. Fuel consumption is based on a rate of 10.5 gallons/hour
IN CASE OF EMERGENCY:	Notify any Board member of the Majors Flying Club.