

MORRIS AERO CLUB
OPERATING RULES

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15.0 OPERATING RULES

15.1 Club Reservation System

- Members may fly Club aircraft only by making use of the Club Reservation System. The proper use of the reservation system will ensure the equitable use of aircraft by all eligible members. To meet this objective, all members are expected to **strictly** observe the reservation system rules! Only members **who are current**, in good standing, and who have reserved flight time in the Club Reservation System may operate Club aircraft.

15.1.1 **Members may have no more than two reservations scheduled at any one time.**

15.1.2 Minimum and Excess Use Charges

- To insure equal opportunity for all members to use the Club aircraft, a surcharge of 20% of the hourly rate may be added to the hourly rate for flight time exceeding ten (10) hours per month (except for extended reservations). This will be at the discretion of the Board and only after a warning is communicated to the subject member.
- An **extended reservation** is any reservation longer than four (4) hours in duration that is made in advance. For example, a five hour reservation made on the same day the plane will be flown is not considered an extended reservation, however, a five hour reservation made the day before the actual day the plane will be flown is considered an extended reservation.

15.1.3 Reservation System Entry

- Reserve only the time required for your flight (e.g. June 1st, 9:30 am to 2:30 pm).
- All day and half day reservations must include specific start time and ending time.
- **Sufficient time for preflight, post flight, and refueling must be allowed within your reserved time.**
- **The reservation must include a description of the flight, whether it is instructional and who the instructor is, and the destination of the flight (“local” for a 25 mile radius from MMU).**

15.1.4 Scheduling Conflicts and Assistance

- Any problems or conflicts regarding the reservation system should be brought to the attention of the Vice President – Operations or, if unavailable, the President or another Board Member.

15.1.5 Extended Itinerary

- The Club must be able to contact any member on a long trip or extended reservation. Therefore, prior to departure, it is the member’s responsibility to furnish the reservation system with the intended destination and appropriate phone number(s) and address(es) of their destination.

15.1.6 Cancellations and Delayed Departures

- Reservations that cannot be used must be cancelled as soon as possible. This includes cancellations due to weather. Reservations must be revised if there will be an appreciable delay in arriving at the airport.

15.1.6.1 Failure to Depart on Schedule

- Members are expected to honor schedules. If a member is not present at the tie-down within 30-minutes of the scheduled departure time, any member is free to

take the aircraft for all or any part of the previously reserved time upon advising a Board Member of the circumstances and his/her intentions. The Board Member would then make the appropriate changes to the reservation system.

- The reservation system must be updated with any change in plans which result in the aircraft being returned significantly ahead of schedule (2 hours or more).

15.1.7 Overdue Flights or Trips

Members should make every effort to return the aircraft on schedule. However, when unable to return on schedule, members on local flights must contact the next person on the reservation schedule, if that person will be affected, to report the situation and the estimated time of arrival. The Vice President – Operations or another Board Member must also be contacted to make the appropriate changes to the reservation system. It is essential that all substantial delays be reported to an officer of the Club as soon as possible to avoid anxiety and possible search activities.

15.1.7.1 Overdue Flights due to Weather

- The amount of delay actually caused by weather must be recorded in the remarks column of the tach sheet to enable the Treasurer to discount the grounded time from the minimum billing.

15.1.8 Weekend and Holiday Use

- With the exception of extended reservations, reservations on Saturday, Sunday, or legal holidays may not exceed four (4) hours.
- Reservations are limited to one four (4) hour reservation per weekend.

15.1.8.1 Extending the Four Hour Limit

- A member on a four-hour reservation may extend this time by the following procedure:
 - Within one hour of the end of the reserved time the member in possession of the aircraft may extend the reservation for another two hours by updating the reservation system either via phone or the internet and, if no other member has reserved the aircraft for the next two hours, he may extend his reservation accordingly. This procedure may be used once per flight provided no other member has reserved the aircraft. **(This reservation will not be considered extended usage.)**

15.1.9 Extended Saturday, Sunday, or Holiday Usage (one day)

- As long as both Club aircraft are on the flight line and in operational status, and one aircraft has not already been reserved for a full day Saturday, Sunday, or holiday, a member may reserve an aircraft for a full day Saturday, Sunday, or Holiday. **A minimum of two (2) hours flight time may be charged.**
- Thereafter, the member is only eligible for reservations not exceeding four (4) hours at any time during the next 30 days. **This limitation does not include weekdays.**

15.1.10 Extended Saturday and Sunday Usage (two day)

- As long as both aircraft are on the flight line and in operational status, and one aircraft has not been reserved for a full day on both Saturday and Sunday, a member may reserve an aircraft for the full weekend. **A minimum of four (4) hours flying time may be charged.**

- Subsequently, the member may not reserve an aircraft for more than four (4) hours at any one time for the next sixty (60) days or a weekend for the next ninety (90) days. **This limitation does not include weekdays.**
- 15.1.11 Extended Three-Day Weekend Usage
- As long as both aircraft are on the flight line and in operational status, and one aircraft has not been reserved for a full day Saturday, Sunday, or holiday, a member may reserve an aircraft for the full three-day weekend. **A minimum of five (5) hours flying time may be charged.**
 - Subsequently, the member may not reserve an aircraft for more than four (4) hours at any one time for the next 60 days, a weekend for the next 90 days, or a week for the next six (6) months. **This limitation does not include weekdays.**
- 15.1.12 Extended Weekday Usage
- As long as both aircraft are on the flight line and in operational status, and one aircraft has not been reserved for extended use, a member may reserve an aircraft for a period of one (1) or two (2) full weekdays, excluding legal holidays. **A minimum of one (1) hour flying time per day may be charged.**
 - Subsequently, the member is not eligible to reserve an aircraft for more than 4 hours at any one time for the next two weeks.
- 15.1.13 Extended Three to Five (3 – 5) Weekday Usage
- As long as both aircraft are on the flight line and in operational status, and one aircraft has not been reserved for extended use, a member may reserve an aircraft continuously for a three to five-day period. **A minimum of one (1) hour flying time per day may be charged.**
 - Subsequently, the member cannot make a reservation of more than 4 hours at any one time for the next 60 days. **This limitation does not include weekdays.**
- 15.1.14 Extended Seven Day Usage
- As long as both aircraft are on the flight line and in operational status, and one aircraft has not been reserved for extended use, a member may reserve an aircraft continuously for a seven-day period beginning and ending on any weekday. **A minimum of nine (9) hours flying time may be charged.**
 - Subsequently, the member cannot make a weekend reservation of more than 4 hours at any one time for the next 6 months.
 - **Usage beyond seven (7) consecutive days requires approval from the Board.**
- 15.1.15 International Flights
- Flights outside the continental United States are not allowed without the express permission of the Club President.
- 15.1.16 Mountain Flying
- Club members are required to receive special training prior to any flights in areas of high mountains.
- 15.2 Fuel and Oil
- Members are expected to refuel the aircraft as needed. **It is the pilot in command's responsibility to make sure they have enough fuel for a safe flight.**
 - Members must plan their return ETA to allow time for refueling before the next reservation.

- Efforts should be made to refuel the aircraft at airports other than MMU where fuel is less expensive.
- The Cardinal should not be left tied down with full tanks.

15.2.1 Fuel and Oil Purchases

- Club credit cards are maintained in each aircraft for refueling purposes away from Morristown Airport. Members should use these credit cards. However, if it is necessary to pay with their own funds, receipts must be submitted to the Treasurer **within 90 days** for reimbursement. Receipts submitted for reimbursement must include the member's name and aircraft "N" number. Members are responsible to insure that credit cards are returned to the aircraft after each use.

15.2.2 Grade of Oil

- The grade of oil used in each aircraft shall be in accordance with the manufacturer's recommendations. **NOTE:** The appropriate grade of oil can be found in the locker. In most cases the same oil can be used in either aircraft. However, if specific oil is to be used in an aircraft, the cases will be marked and there will be a note on the tach sheet indicating the oil to be used.
- **Oil may be carried in the aircraft provided it is in a clean sealed container.**

15.2.3 Grade of Gasoline

- The grade of gasoline to be used in Club aircraft is 100LL.
- **It is permissible to use 80-octane fuel only in the C172.**

15.3 Aeronautical Skills

- The Club Operating Rules regarding flying are designed to be consistent with FAA rules and regulations. In some cases, Club rules may be more demanding than FAA rules; however, in no case are they to be construed as less demanding than FAA rules. **If a Club rule is interpreted to be less demanding or inconsistent with FAA rules and regulations, FAA rules will prevail.**
- All members must be fully acquainted with the type of aircraft they intend to fly. All new members must receive a flight check by the Club Chief Flight Instructor or his designee and given written approval (logbook endorsement) prior to solo flight.
- A successful check ride is the accomplishment of all planning, flight maneuvers, communications, and other flying aspects (as determined by the flight instructor) to the satisfaction of the flight instructor.
- Initial check rides must be conducted in both aircraft or the aircraft the member intends to fly. Thereafter, a successful check ride in the C172 Skyhawk covers only the C172. A successful check ride in the C177 Cardinal is considered adequate to solo in both the C177 Cardinal and the C172 Skyhawk. The Club instructor is responsible to review the member's logbook, medical certificate, and pilot certificate.
- The club reserves the right to require a check ride for any member whose piloting skills may be in question. The decision to request the check ride is at the sole discretion of the Chief Flight Instructor, but must be discussed with the Board prior to the request.

15.3.1 Cross Country Flight

- Any member desiring to do cross country flights (50 NM or more) must receive a separate one-time approval and endorsement by a Club flight instructor. (This may be accomplished during check rides, annual, or biennial reviews.)

15.3.2 Local Night Flight

- Any member desiring to do local night flying (within 10 NM of Morristown Airport) must be checked out by a Club instructor, specifically for night flying and receive a one-time logbook endorsement.
- Subsequently, a member may stay current by performing three (3) takeoffs and landings to a full stop at night during a **60-day period**. If the member fails to remain current, another endorsement by a Club instructor is required to become current.

15.3.3 Cross Country Night Flying

- Any member desiring to do cross-country night flying (beyond 10 NM from Morristown Airport) must receive a one-time logbook endorsement for this type of flying from a Club instructor.

15.3.4 Pilot Records

- Each member is required to maintain up-to-date logbook entries. These entries will be used to verify flight currency.

15.3.5 Maintaining Proficiency

- No Club member may act as pilot-in-command (PIC) of Club aircraft unless, within the preceding 60 days, he has completed at least three (3) takeoffs and landings and at least one hour flight time in an aircraft of the make and model as the aircraft he wishes to fly. (Aircraft need not be Club aircraft for this requirement).
- Flight time, takeoffs, and landings in the C177 Cardinal will also count for operation of the C172 Skyhawk.

15.3.6 Student Proficiency

- A member holding a Student Pilot Certificate who fails to log at least one hour within the preceding 30 days shall assume a grounded status until s/he receives a check ride with a Club instructor and is approved for solo flight by an endorsement in his/her logbook. Students are to remain under the supervision of an assigned Club instructor until such time as they receive their Private Pilot certificate.

15.3.7 Annual Flight Review

- All members must undergo a flight review with a Club instructor once a year to remain current.
- This flight review may or may not be a Biennial Flight Review.
- The flight review is to take place prior to the last day of the month one year after the last review or sooner. If the check ride interval exceeds one year, the pilot assumes a grounded status.
- The instructor's endorsement in the pilot's logbook is required and the instructor shall notify the Chief Flight Instructor, in writing, of the member's compliance with this requirement.

15.4 Flight Instruction

- The use of Club aircraft for any type of flight instruction is restricted to the members and Club Instructors of the Morris Aero Club, except as noted below:

- **Instruction for commercial and/or instrument certificates may be provided by a non-Club member provided s/he is an FAA certified flight instructor approved by the Board of Directors.**
- **Under no circumstances will a member instruct another member in a Club aircraft unless she/he is an FAA certified flight instructor approved by the Board of Directors.**

15.4.1 Club Instructors

- Members of the Club who hold FAA Instructor Certificates may be designated “Club Instructors” by the Board of Directors. Each such instructor shall be responsible for assuring the Board (via the Chief Flight Instructor) that the members are trained in accordance with FAR and Club regulations and that the members possess those aeronautical skills for which they hold certificates.

15.4.2 Currency Check Rides

- All Club currency check rides must be conducted by Club Instructors. Instruction for private and instrument certificates may be conducted by Club Instructors or any FAA certified instructors (in non-Club aircraft). If non-Club instructors are used to obtain ratings, the member must submit to a check ride by a Club instructor before using Club aircraft for flights requiring this rating.

15.4.3 Student Limitations

- A student pilot may receive flight instruction in Club aircraft only with a Club instructor and fly solo only as authorized by a Club instructor, to meet the requirements of the Private Pilot Certificate.
- Student instruction shall be conducted only during daylight hours. Any instruction in night flying shall be restricted to that recommended by the FAA. Students are not permitted to fly solo at night.

15.4.4 Instruction Fees

- The fee for instruction by the Club instructors is shown on the fee schedule and paid directly to the instructor.

15.4.5 Mentoring Program

- New members will be assigned a mentor who will meet with the new member and review all Club Operating Rules and other procedures, other than the flight check, prior to solo flight.

15.5 Ground Handling Procedures

15.5.1 Pre-Flight Procedures

- All members are required to comply with the preflight instructions contained in the Owner’s Manual. Prior to flight, tach sheets are to be reviewed for any deficiencies with the aircraft or equipment noted after the previous flight.
- Tach sheets are to be filled out completely and legibly **before and after** each flight to ensure Club records are kept current and accurate.
- Engine oil level should read at least six (6) quarts for local flights (two hours or less). For longer flights seven (7) to eight (8) quarts are required.
- **Extra oil may be carried in Club aircraft provided it is in a clean, unopened container.**
- **Before flight, the aircraft is to be pushed to the center of the taxiway and turned at a right angle to the tie-down space prior to starting the engine.**

15.5.2 Post-Flight Procedures

- **After flight, the aircraft is to be taxied past the tie-down spot and shut down. The aircraft is then to be pushed back to the tie-down position and secured.**
- 15.5.3 Squawk Reporting
- Members are required to report any difficulties encountered with the aircraft or equipment at the end of the flight. Entries are to be made on the tach sheet and a phone call is to be made to the Maintenance Officer (Vice President – Operations or another Board Member, should the Maintenance Officer not be available) as soon as possible. This includes flat spots on the tires. Failure to do so may result in the member being charged for the tire or other component.
- 15.5.4 Repairs Away from Morristown Airport
- When away from Morristown, members are authorized to have necessary repairs made, **which do not exceed \$250**, if the Maintenance Officer or Vice President – Operations cannot be immediately reached. The Maintenance Officer or another Board Member must approve repairs exceeding this amount prior to proceeding with the work. Any charges for work done must be reported with a signed invoice. Any defective parts are to be saved and turned over to the Maintenance Officer.
- 15.5.5 Grounded Aircraft
- If an aircraft is grounded for any reason, a notice shall be entered on the tach sheet. The Vice President – Operations or, if unavailable, another Board Member, should be notified so that Reservation System can be updated.
 - The member grounding the aircraft is to advise the next member scheduled to fly the aircraft.
 - If the grounding is the result of a mechanical problem, the Maintenance Officer must be advised by phone or in person.
 - Only the Maintenance Officer or his designee may return the aircraft to service.
- 15.5.6 Load Limits of the Aircraft
- It is the responsibility of each member planning a flight to ensure the aircraft is loaded in accordance with the Weight and Balance table in the Owner’s Manual using the **current** weight and balance data.
- 15.5.7 Flight Planning
- Members are required to adhere to FAR 91.103 and 91.153.
 - An FAA flight plan is required for all flights exceeding 100 NM from Morristown Airport.
- 15.6 Wind Limitations
- **Club aircraft are only to be flown according to the crosswind limitations set forth in the Pilot Operating Handbook.**
 - **Student pilots may operate the aircraft only under the authority of the instructor.**
- 15.7 IFR Restrictions
- New members who are instrument rated must meet the requirements of an Instrument Proficiency Check (IPC) administered by an appropriately rated Club Instructor if they plan to exercise the privileges of that rating.
 - All instrument flights are to be conducted in accordance with FAA instrument flight rules and minimums.
- 15.8 Piloting Restrictions

- Club members shall operate a Club aircraft **only if they are qualified, checked out by a Club Instructor, and current.**
- No member shall permit a non-member to operate Club aircraft. The member operating the aircraft must sit in the left front seat unless qualified and endorsed for the right front seat by a Club instructor.
- If two members are flying together and taking turns as pilot-in-command, **the pilot in the left seat is considered pilot-in-command and to have custody of the aircraft unless under the supervision of a Club Flight Instructor occupying the right seat.**

15.9 Commercial Use

- Club aircraft shall not be used for commercial use or personal monetary gain. Passengers may share the expense of fuel and oil costs.
- No payments from passengers may be accepted which might be construed as payment for charter service or compensation for piloting for transportation services.

16.0 Overriding Guidelines

- **No operating rule is to be construed as overriding FAA Regulations, airport rules, or instructions in the Owner's Operating Manual.**