

## **Monticello Flying Club Aircraft Use Rules**

***Dated 4 Sept, 2013***

### **General**

1. These Aircraft Use Rules are in addition to all Federal Aviation Regulations, state, and Airport Authority and are intended to cover insurance requirements and the administrative operational rules of the club. None of the following rules absolve a Club member of their FAA or PIC responsibilities. The Club Operating Agreement supersedes these Aircraft Use Rules if there is any discrepancy between the two.
2. Each member is responsible for providing the Club Safety Officer the following information for their Member Folder:
  - A. A copy of the Club's Aircraft Solo Check-off form signed by a Club approved flight instructor.
  - B. A copy of most recent FAA medical and BFR endorsement.
  - C. A copy of all Club written tests and proficiency flight check-offs for aircraft flown by that member
  - D. A copy of the FAA Washington DC SFRA course taken within the last two years.
3. The Club Safety Officer has the right to check anyone's log book, for the time period they are a member, at any point to ensure Club currency and other Aircraft Use Rule requirements are being met.
4. Rules governing violations of Club rules or FAR's and accidents involving Club aircraft are covered in the Club's Operating Agreement as well as the associated penalties.
5. All members must report any suspension of their FAA Medical Certificate to the Safety Officer and Secretary.
6. Club aircraft cannot be used in the conduct of criminal activity. If a member is formally charged with any felony offense, whether related to the Club or not, they will be immediately suspended from flying but may be reinstated if the charges are dropped or if cleared of the charges.
7. Only flight instructors approved both by the Board of Directors and Charlottesville Albemarle Airport Authority are authorized to conduct flight instruction.
8. All club members are required to operate under the "Golden Rule" "do unto others as you would have them do unto you".

### **Check-out, Currency, and Proficiency Related Rules**

9. All members must complete a Solo Check-out (which consists of a Biennial Flight Review, review of Club specific procedures, and a written test specific to the aircraft being flown) with a Club approved flight instructor before soloing any Club aircraft VFR during the day. The Safety officer may only waive the BFR portion of this for new members who have received a BFR or FAA check-ride endorsement from a Club approved flight instructor in the last twelve (12) months and have a recommendation from this instructor for this waiver.
10. Prior to acting as PIC in a Club aircraft at night, a member must also have received an endorsement in their log book for night flights by a Club approved flight instructor in addition to Club and FAA currency requirements. To get endorsed, a member must complete 3 night landings and successfully demonstrate flight with sole reference to instruments with a Club approved flight instructor. A copy of this log book endorsement must be e-mailed to the club safety officer.
11. Prior to acting as PIC in a Club aircraft in IMC, a member must have received an endorsement for IFR flight in their log book by a Club approved flight instructor in addition to meeting Club and FAA currency requirements. To receive this endorsement, the member must pass an Instrument Proficiency Check with a Club approved flight instructor. A copy of this log book endorsement must be e-mailed to the club safety officer.
12. All members must pass a written test and a Club Proficiency Check for each model of aircraft they wish to fly.
13. In addition to FAA currency requirements, any member who does not complete at least 3 day [or 3 night if wanting to use aircraft at night] landings in the same make and model in the previous six (6) calendar months must complete a Club Proficiency Check with a Club approved flight instructor.
14. Any flight instructor may at any point recommend to the Board of Directors the suspension of any member's solo privileges until sufficient additional instruction can be completed.

### **Aircraft Use**

15. Club members must return all aircraft to the Club's home base unless unable to do so because of maintenance reasons. If a member fails to do this, they will be responsible for all costs of recovery as outlined in the Operating Agreement.

16. Scheduling is governed by the Club's Scheduling Rules and is conducted using the scheduling software and members are allowed to only reserve aircraft that they are current and check-out in per the below rules. The scheduling software will send a notification of all reservations to the Safety Officer and the Secretary. Anyone scheduling an aircraft that they are not current in or checked out in will be referred to a Safety Board per the Operating Agreement.
17. Club aircraft may not be used for any commercial operations and may only be operated under part 91 of the FARs.
18. No member, with the exception of the Club Maintenance Officer, may perform any maintenance on Club aircraft other than preflight inspection, cleaning the windshield with approved cleaner and a cloth only, adding air to the aircraft tires, and adding oil up to the maximum oil level indicated on dip stick, unless personally supervised by the Club Maintenance Officer or licensed A&P.
19. The only people authorized to operate the controls of Club aircraft are Regular members, Family Student Members while with a Regular Member, Club approved flight instructors, and FAA Certified Repairmen while servicing the aircraft may operate the controls of Club aircraft.
20. A pilot shall not fly a Club aircraft without holding a reservation for it.
21. Any flight originating with a field temperature below 30 degrees F and an indicated oil temperature below 60 degrees must be blown-air pre-heated if pre-heat is available. If field temperature is greater than 20 degrees, pre-heat must last a minimum of 15 minutes. If field temperature is below 20 degrees, pre-heating must last for a minimum of 30 minutes. If there is an expense for pre-heating, it will be not be reimbursed by the Club. A copy of any receipts for pre-heat receipt must be e-mailed or given to the Maintenance Officer as proof of compliance with this rule. Landmark has stated that they are also willing to bring the plane into one of their hangers the night before if hanger space is available.
22. The oil temperature must be in the green prior to leaving the ramp.
23. Except in declared emergencies, Club aircraft shall not be flown to or from private or grass airstrips not approved by the Board of Directors (see Appendix A for list of approved private/grass airstrips). The Mooney and aircraft with wheel-pants are not allowed to fly into grass airstrips except in a declared emergency.
24. Any animal carried in a Club Aircraft must be in a kennel box.
25. If the engine is started but a flight is discontinued because of an equipment problem prior to departing the home base, "equip problem" must be entered in the notes section of the log book next to hours in order not to be charged. If an equipment problem arises after departing the home base, no flight time will be covered by the Club. "Maintenance" will be entered for any flight conducted for maintenance purposes.
26. All IFR pilots are required to conduct and log a VOR check during their flights (whether IFR or not) to save the Club maintenance flight time for conducting this check.
27. Club aircraft may not be used to give flight instruction to anyone except Regular Club Members or Student Family Members who are receiving instruction from a Regular Club Member. Student Family Members may not solo in Club aircraft.
28. Intentional spins cannot be conducted in Club Aircraft.
29. Upon completion of a flight, the pilot must tidy up the aircraft. Waste paper and extra charts (not including Club labeled charts) will be removed, seat belts will be straightened, etc.
30. Upon completion of use, the pilot must secure the aircraft per the aircraft checklist. Member will be charged for battery charging if the master switch is left on). Tach hours, oil used, and any squawks must be entered in the log book. Any squawks must also be e-mailed or called into the Club Maintenance Officer. Tanks must be filled to the 25 gallon mark on the wooden dip stick at the end of every flight unless the member next scheduled to fly has requested the tanks not be filled and that flight is leaving within 6 hours of the return of the previous reservation. Fuel will be paid by using member upon fill-up; no running fuel tabs. Contact Maintenance Officer if oil has been used.

**APPENDIX A: APPROVED GRASS/PRIVATE AIRSTRIPS**

Section 1 – General: No aircraft with wheel pants may be landed, except in cases of declared emergencies, on grass airstrips. Aircraft may only, except in the case of declared emergencies, be landed on the following private/grass airstrips:

- A. None currently identified.

**APPENDIX B: CLUB AND AIRPORT AUTHORITY  
APPROVED FLIGHT INSTRUCTORS**

Section 1: General – As stated in the Club’s Operating Agreement, any agreement for flight instruction will be solely between the member and the instructor and such agreement will not involve the Club.

Section 1: Compensated Flight Instruction – Only the following approved individuals are authorized to provide compensated flight instruction in Club aircraft.

- A. Jim Stadelmaier (434-973-1896, [starjims@comcast.net](mailto:starjims@comcast.net))
- B. Nate Kroboth (contact Charlottesville Flight Center)
- C. Skip Degan (540-570-6222, [skipd@embarqmail.com](mailto:skipd@embarqmail.com))

Section 2: Uncompensated flight instruction – This additional CFI is approved to provide uncompensated flight instruction in Club aircraft.

- A. Dick Yates (434-973-0253, [gkyates@embarqmail.com](mailto:gkyates@embarqmail.com)) – BFR’s, proficiency checks, and check-outs only.