

M & M Aviation
STANDARD OPERATING PROCEDURES
Rental – Club Aircraft

General: These operating procedures identify responsibilities, requirements, prohibitions and liabilities associated with instruction in or rental of *M & M Aviation*-owned or leased aircraft. They are designed to provide a safe, consistent level of service. Violation of these procedures may result in suspension or revocation of flight privileges.

M & M Aviation Services Responsibilities:

- Shall, consistent with availability, schedule aircraft and/or instruction in response to member/customer desires. This scheduling process will utilize *HoldShort.com* as an online scheduling tool. Pilots are asked to schedule through this online tool. However, members/renters may still schedule by calling the business office. Pilots will be “invited” to join the organization by email. Having received an invitation, pilots will be asked to provide information through *HoldShort.com*. After that, qualified pilots will be approved and will be able to schedule their own times through *HoldShort.com*.
- Shall promptly notify customers of schedule changes due to non-availability of aircraft and/or instructors. This information should also be available on the *HoldShort.com* schedule.
- Shall ensure aircraft are airworthy, clean and properly serviced at the time of dispatch.
- Shall conduct all instruction in accordance with the appropriate approved syllabus, e.g., private, instrument, commercial, or multi-engine pilot.
- Shall endorse each student pilot logbook with authorized wind velocity and crosswind limitations, if applicable, for solo operations.
- Shall accurately bill customers at the conclusion of flight and/or instruction. For established customers, this will be done on a monthly basis.
- Members/customers will be reimbursed for any fuel purchases made away from Dixon (C73) at actual cost per gallon or our current rate paid to the *Breneman Aircraft Service* at Dixon per gallon, whichever is lower. (Subject to changes in market conditions.)
- Shall assist in scheduling practical flight examinations.

Member/Customer Responsibilities:

- Shall always exhibit safe flight operations and good judgment while flying *M & M Aviation* aircraft.
- Shall maintain their own currency. Biennial Flight Reviews and “*M & M Aviation Flight Review*” will be recorded on the *HoldShort.com* tool.
- Shall be present at the time of their scheduled aircraft rental and/or instruction or shall cancel their scheduled aircraft rental and/or instruction in advance. Unless an emergency, cancellations are to be made the previous day or not later than five hours prior to the scheduled appointment. Failure to meet scheduled rental and/or instruction appointments may result in no-show charges. Notice can be via phone to *M & M Aviation* or posted on the *Holdshort.com* online tool. If no notice of cancellation is given, *M & M Aviation* may charge lessee for one-hour of aircraft rental fee. If an instructor was reserved as well, lessee must contact the instructor or may be charged for one-hour of instruction as well.
- Shall provide contact information for any overnight or extended aircraft rental and/or instruction.
- Shall conduct all flight operations (pre-flight inspection through post-flight inspection) in accordance with the aircraft pilot-operating handbook (POH).
- Shall report any aircraft discrepancies discovered during pre- or post-flight inspection or arising during aircraft operation. Discrepancies may be recorded on the *HoldShort.com* online tool or the pilot may advise *M & M Aviation* by phone.
- Shall be responsible for owning renter’s insurance in the amount of not less than \$30,000. Member/renter will be responsible for providing *M & M Aviation* with proof of this insurance at the request of *M & M Aviation*.
- Shall pay for any aircraft damage, possibly up to total cost of damage occurred.
- Shall chock, tie down, install cowl plugs and/or connect power cords to engine heaters upon completion of flight when appropriate.

- Shall leave the aircraft renter clipboard and ignition key in the aircraft or as otherwise directed by *M & M Aviation* upon completion of post-flight inspection unless otherwise instructed.
- Shall complete entries on the aircraft rental sheet upon return of the aircraft clipboard.
- Shall place on file with *M & M Aviation* a valid and current credit card. Lessee understands that any bills not paid within 60 days of incurring the bill will be charged to the credit card on file.
- Shall schedule their medical examinations and will be responsible to provide a current copy of the medical certificate on file with *M & M Aviation*. This can be posted on the *HoldShort.com* online tool.
- Flights into foreign countries are expressly forbidden unless specifically authorized by *M & M Aviation*.
- Shall consult *M & M Aviation* prior to flight if the ambient temperature is below -10⁰ F (-23⁰ C) and/or wind chill is below -30⁰ F (-34⁰ C).

Renter / Pilot Requirements:

- All aircraft approved for instruction and rental may be used only for the renter pilot's personal pleasure and business purposes. No coverage is provided if a member/renter pilot makes a charge to anyone for the use of the aircraft.
- All flight shall conform to current Federal Aviation Regulations (FARs).
- All members/customers agree to permit no one other than himself/herself to fly the aircraft.
- All members/customers holding a private or more advanced certificate must have completed the equivalent of a Biennial Flight Review during the past 24 calendar months. Member/renter will be responsible for providing a current copy of the biennial logbook endorsement or equivalent to *M & M Aviation*. This may be done by logging that recurrent training into the *HoldShort.com* online tool.
- All members/customers must have a current FAA medical certificate. Member/renter will be responsible for providing a current copy of the medical certificate to *M & M Aviation*. This may be done by logging that recurrent training into the *HoldShort.com* online tool.
- All members/customers must complete a proficiency check, or "M & M Aviation

Flight Review" with an *M & M Aviation* instructor if no *M & M Aviation* aircraft has been flown by the member/customer in the last 90 days. The date of this review will be maintained on the *HoldShort.com* online tool.

- Member/customer shall maintain flight currency.
 - For tailwheel rental aircraft, flight currency is defined as three take-offs and landings to a full stop each 90-days.
 - For all other rental aircraft, flight currency is defined as three take-offs and landings to a full stop each 90-days.
 - For night flight with passengers, flight currency is defined as three take-offs and landings to a full stop each 90-days at night.
- To operate *M & M Aviation* owned/leased aircraft for **Night** operations, it is required that the pilot hold at least a private pilot rating with 100 hours total time and 10 hours nighttime or be accompanied by an *M & M Aviation* instructor
- It is required that twice the required aircraft take-off distance must be available before any stop-and-go or touch-and-go landings are executed.
- Cross-country flight more than 50 miles from the Dixon Municipal Airport (C73) requires a filed flight plan. *M & M Aviation* reserves the right to disapprove of any extended cross-country flight.
- Member/customer agrees to obtain weather reports and briefings prior to takeoff and to remain advised of weather ahead through radio contact with FAA and/or NWS facilities.
- If for any reason the aircraft cannot be returned on time, *M & M Aviation* must be notified as soon as possible.
- Member/customer agrees to assure the safety of the aircraft by hangaring the aircraft at lessee's expense when it reasonably appears to be necessary to insure the safety of the aircraft or by making certain the aircraft is tied down. This will include, but not be limited to weather condition such as predicted snow or ice, temperatures below 40⁰, hail resulting from thunderstorms, and potentially damaging winds.
- *M & M Aviation* may, at their discretion, charge member/customer for maintenance

necessary due to improper handling of the aircraft. (example: Battery charged because the master switch was left on.)

- Member/customer understands that lessee, in the event of airsickness occurring during rental period, must clean the aircraft interior as is necessary.
- Member/customer agrees to authorize no mechanical repair of the aircraft in excess of \$100⁰⁰ without first securing permission from authorized personnel of *M & M Aviation*.
- Pilots must multiply all flight limitations by 1.5 such as landing and takeoff distances, to ensure safe operations. (ie. 2000 foot runway needed multiplied by 1.5 equals a minimum of a 3000 foot runway to determine a go/no go decision.)

Student Pilot Requirements:

- Student pilots shall practice flight maneuvers only in prescribed practice areas and only during daylight hours.
- Student pilot solo flight weather minimums:
 - Traffic pattern: minimum ceiling 2000' AGL and five miles visibility.
 - To leave the traffic pattern: minimum ceiling: 3000' AGL and five miles visibility OR AS AUTHORIZED BY THE FLIGHT INSTRUCTOR
- Cloud ceiling shall be no less than 3,000 feet above ground level (AGL) and visibility shall be no less than 5 statute miles across the entire route for any student solo cross-country flight, or as authorized by a flight instructor.
- Ceiling and visibility minimums must be forecast across the entire student solo cross-country route from an hour before take-off to an hour after return to the Dixon Municipal Airport (C73) or as authorized by the instructor.
- Student solo flight is not authorized when ambient temperatures are below 0⁰F (-18⁰ C) and/or wind chill below -18⁰ F (-28⁰ C).

Flight Prohibitions:

- ALL FLIGHTS BY A STUDENT PILOT in any aircraft approved for student instruction must be under the direct supervision of and specifically approved by a properly certificated and rated flight instructor named by *M & M Aviation*.
- Aircraft equipped with starters may not be hand-propped.

- Smoking is not permitted in *M & M Aviation*-owned or leased aircraft.
- Spins and/or aerobatic maneuvers are not allowed in *M & M Aviation*-owned or leased aircraft.
- Formation flight is not allowed.
- Landings, takeoffs or flight operations are allowed only at public-use airports or airfields (must be public-use as published on an FAA sectional chart or in A/FD).
- Students are not authorized to conduct solo flights without the prior permission from their instructor.
- The engine may not be shut down in any single engine aircraft during flight.
- No instruction of any kind is permitted by any instructor other than an *M & M Aviation* employee.

Liability Insurance:

- *M & M Aviation* is a self-insured entity with respect to hull coverage. Should an accident or incident result in damage to an aircraft while under the care, custody and/or control of the renter or club member, and the renter or club member is found to be liable for said damage, the renter or club member may be responsible for the full cost of the repair billed at *M & M Aviation's* cost.
- The liability coverage for *M & M Aviation* is \$1,000,000 combined single limit for bodily injury and property damage with a \$100,000 sub-limit per passenger. However, it is understood that this liability coverage is only in effect when accompanied by an *M & M Aviation* instructor.

Membership Discontinuance:

- Any M-Club Member who has elected to pay the monthly dues on a monthly basis (does not apply to EFT payments) and who falls more than three months behind on such payments or \$200 or more on account balance for more than one month, will be suspended from further aircraft rental until the missed passed payments are paid to *M & M Aviation*.
- Any M-Club member who elects to discontinue membership and then later wishes to resume membership will be charged ½ the initial membership fee or a sum equal to all missed months whichever is less.

The individual applying to become a member of the *M & M Aviation Services, Ltd.'s Flying M-Club* or requesting continuation of rental privileges of *M & M Aviation Services, Ltd.'s* aircraft, verifies that he/she has completely read and understands the above requirements and responsibilities. Revised October, 2017.

Applying Member Signature: _____

Date: _____