

# OPERATING PROCEDURES OF THE MATAMATA AERO CLUB

The Matamata Aero Club (MAC, the Club) is a not-for-profit society which was incorporated 30 July 1980. Its rules are registered with the Registrar of Incorporated Societies. The operating procedures listed in this document expand these Club rules and were approved by the Club's Committee (the Committee) as bylaws for the safe and efficient operation of the club.

Club members agree to operate within civil aviation rules and other applicable rules, incl. these procedures.

## BACKGROUND

MAC is located at the Matamata aerodrome, near Waharoa township, 6393 SH 27, Waharoa 3474, New Zealand. GPS: -37.736246°, 175.736846°. The postal address is the same as the physical address; email: [info@mac.org.nz](mailto:info@mac.org.nz); phone: 027 702 5924.

MAC is a small volunteer association of about 40 members and does not employ any person to carry out work for the association; it is not a PCBU under the Health and Safety at Work Act 2015. Members and visitors take part in Club activities at their own risk. Club owned aircraft are covered by 3<sup>rd</sup> party liability insurance.

MAC owns a small club house, a hangar, and a microlight aircraft, located at the Matamata aerodrome. Matamata Piako District Council (MPDC) is the owner of the aerodrome and responsible for its operation and safety. The ground for the club buildings is leased from MPDC, and the Club pays MPDC for use of the airfield.

The Club and the Committee are committed to the safety of members and visitors and wish to ensure that all Club activities are conducted in a safe and efficient way.

## CLUB OFFICERS

### SAFETY OFFICER

The Safety Officer<sup>1</sup> is responsible for overseeing the safety of MAC's air and ground operations in collaboration with the Chief Flying Instructor<sup>2</sup> (CFI) and reports to the Club committee.

### INSTRUCTORS

Flight instructors<sup>3</sup> are responsible for conducting ground and flight training in a professional and courteous manner. Only instructors approved by the Committee are allowed to train or flight test in Club owned or operated aircraft or aircraft that are part of MAC's airfield use arrangement. An external ATO may flight test MAC instructors on Club aircraft if required.

The CFI is responsible for managing all aspects of flight training and flight operations under the control of the Club. Club instructors are responsible to the CFI.

The CFI is appointed by the Committee. Club instructors are appointed by the Committee following a recommendation from the CFI. All appointments can be withdrawn by the Committee at any time.

The CFI's decision on any flight training or flight operation matter stands but can be contested by a written appeal to the committee. The Club committee will consider the appeal and provide a final decision.

## MAINTENANCE TEAM

The Maintenance Officer<sup>4</sup> is responsible for managing the routine and incidental maintenance of Club aircraft in conjunction with other skilled club members<sup>5</sup>. Annual inspections and major maintenance will be carried out under the direction of the Maintenance Officer by professional aircraft maintainers<sup>6</sup>.

## GROUND OPERATIONS

### FIRST AID, FIRE EXTINGUISHERS, COMMUNICATIONS, EMERGENCY RESPONSE PLAN

A basic first aid kit is available in the office of the club house. Entry to the club is via a pin code<sup>7</sup>, which was made available to all club members. The Club has several first aid qualified persons, but they are not always on-site.

Fire extinguishers are in the club house, club hangar, at the fuel pump, and on the veranda of the soaring centre. There is an airband radio in the Club's office suitable for ground-air communications which can be used in case of emergency or when assistance is required. The NZMA frequency is 122.25 MHz.

For more detail refer to the 'NZMA (Matamata Aerodrome) Safety Management Plan'<sup>8</sup>, which also comprises a risk matrix for airfield operations and the emergency response plan. Hardcopies of the emergency response plan are located next to the radio and on the pin board in the club room. In case of an aircraft accident or incident follow those procedures. Provide emergency assistance. If in doubt call 111. **Do not discuss the occurrence with the media.** Any response to the media will be made by the Club President<sup>9</sup>.

## OPERATIONAL AREA

Only flight crew, ground crew, and supervised passengers/visitors should be at the hangars or on the manoeuvring area of the airfield, that is, airside of the fence surrounding the runways marked by 'CAA Operational Area' signs. Aircraft should not be approached while the engine is running. Crew and passengers should not enter or exit with the engine running unless it must be hand-started before getting into the aircraft. No club owned aircraft are to be hand-started.

Passengers and visitors must be closely supervised by the PIC or a nominated club member.

Vehicles should not be on the operational area of the airfield unless they are directly required for flight operation.

## AIRCRAFT PARKING

When an aircraft is unattended for any substantial time, it should be parked in the designated aircraft parking area in front of the club house and should be securely tied down.

## REFUELLING

Follow these procedures when refuelling aircraft:

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### AT THE PUMPS

1. Shut off the engine, turn master switch off, turn ignitions/magnetos off.
2. Locate fire extinguisher and make sure you know how to use it.

3. **No smoking or any open flames.** Keep phones or portable transmitting devices clear of the refuelling area.
4. Connect the electrical bonding wire to an approved bonding point on the aircraft. The exhaust pipe is often acceptable.
5. Get a ladder if you can't easily reach the tanks.
6. Get the pump going using the correct swipe card.
7. Lay out the fuel hose so that you can reach all tanks easily.
8. Remove the fuel cap.
9. Before dispensing any fuel make contact between the fuel nozzle and the metal tank to remove any residual static charge. Keep the nozzle in contact with the tank while dispensing the avgas.
10. Don't overfill the tanks (about 2-3 cm below the rim for the Tecnam), avoid any spillage.
11. Put everything back.
12. Do a fuel test after the fuel has settled in the tanks.

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#### FROM JERRY CANS

1. **Do not re-fuel aircraft inside any of the club operated hangars.**
2. Shut off the engine, turn master switch off, turn ignitions/magnetos off.
3. There is a set of fire extinguishers on a trolley. Move them to a location where you can easily reach them and make sure you know how to use them. In case of an aircraft fire use the large CO<sub>2</sub> extinguisher first. If the fire does not stop, use the smaller foam one. If nothing works, stay clear, and call the fire brigade on 111.
4. **No smoking or any open flames.** Keep phones or portable transmitting devices clear of the refuelling area.
5. The plastic jerry cans cannot be electrically bonded to the aircraft but can have substantial and dangerous charge built up. To minimize the risk of sparks, do not use cans immediately after they have been transported or rub any dry clothes/ cloths on them. If you suspect any electrical charge on the cans, wipe them off with a damp rag and use them before they have fully dried.
6. Use the provided, black, square shaped funnel. It is made of conducting plastic which reduces the chance of sparks. It also gets rid of any debris and water in the fuel.
7. Get a ladder if you can't easily reach the tanks.
8. If you put the can onto the wing use foam under it.
9. If you use a wiggle hose, make sure it has a conducting hose.
10. Don't overfill the tanks, avoid any spillage. Dispose of the residue in the funnel responsibly.
11. Put everything back.
12. Do a fuel test after the fuel has settled in the tanks.

## FLYING OPERATIONS

### GENERAL

The CFI maintains a Pilot Training Record system to track training progress, ratings, and approved flight operations. Copies of their documents are available to pilots.

There have been several burglaries at the club house. As break-ins seem to be a regular occurrence at the airfield, do not leave any valuables unattended or overnight. Report any suspicious activities to a committee member or the police as appropriate.

The Club does not have a computer<sup>10</sup> anymore. Use your own device for flight planning and latest updates to weather, AIP, NOTAMs, etc. If you don't have a suitable device, contact an instructor.

## PILOT

The pilot in command must be a current, financial, Ordinary/Youth/Life Member of MAC. Club planes are not available for general hire.

The pilot must be legally entitled to fly the Club plane and must have been checked out and approved by a MAC instructor. This approval can be withdrawn at any time by the CFI. Specifically, the pilot must have

- a valid license or certificate,
- a current BFR,
- a current medical, and
- a valid type rating, or
- be under direct or remote supervision of an approved MAC instructor.

Passengers are the responsibility of the Pilot in Command and need to comply with all civil aviation rules and safety requirements in place at the time.

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## PILOT CHECKS

Our aircraft has a daily flight log, which is kept in the luggage bag behind the pilot seat, to record flight detail, engine time, Hobbs time, etc. This flight log also has a CAA Technical Log (CA006) that shows due dates for maintenance and serviceability issues. The Pilot in command agrees to accurately record flight details, any defects, and to notify the maintenance contact of any issues as soon as practicable.

Prior to each flight, a pre-flight check must be completed by the PIC. Details are listed in the document “Pre-flight Tecnam Echo”, which is available on MAC’s website<sup>11</sup>. As part of this check the Technical Log needs to be consulted for potentially recorded defects.

For flight operations, a check list specifically developed for the P92E is available in the left door pocket (also on the Web, “Checklist P92E”). This list should be used rather than generic or memorized checks.

There are also type rating notes (“Rating P92E”) available on the web which can be used as a Cheat Sheet for recommended operating conditions, speeds, etc.

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## INSURANCE AND FLIGHT APPROVALS

The Club’s aeroplane is insured for damage to the hull and \$2M combined third-party liability. Pilots in Command must make themselves aware of insurance limitations and must accept liability for any fines, fees, and damage not covered by the club’s insurance, in particular the insurance excess of \$1,000.

For insurance requirements, each flight must be approved prior to take-off by one of the MAC approvers<sup>12</sup> (check the current list).

Flights should be recorded in our on-line booking system<sup>13</sup>. If the flight was booked during business hours (9 am to 5 pm), it is considered approved when no adverse response was given via email or phone within an hour. If it was booked outside business hours, it is considered approved when no adverse response was given by the following 9 am. If short notice approval is required, the approvers need to be contacted directly.

Student pilots cannot book a plane without also booking an instructor. The instructor will respond to the booking if it is unsuitable.

Solo level student pilots under remote supervision can book and operate an aircraft but must strictly adhere to the limitations set by their remote solo authorization. Each flight must be authorised just prior to take-off by a MAC instructor via phone, txt, etc. The instructor must ensure that conditions are suitable, and the proposed flight is appropriate for the student. After flight the student must check in with the instructor for a debrief via phone, txt, etc.

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## FLIGHT FOLLOWING

There is a whiteboard in the Club hangar where pilots should record: Rego, date, departure time, planned track, planned return time (SAR time), mobile number. Alternatively, a 'Flight Intentions' form<sup>11</sup> can be attached to the whiteboard or left on the table in the Club house. This is a requirement for unsupervised solo flights in the club planes.

The Tecnam has an ADS-B transponder which should be turned on and switched to 'ALT' all the time. This allows tracking the plane in populated areas via freely available software and would minimise search times in case of an emergency.

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## FUEL

If required, the plane should be topped up after flight with 95 or higher octane mogas (or avgas if away from NZMA) to have a minimum of 40 litres on board. Do not use high alcohol content biofuels, like Gull E10.

If there are no full jerry cans, go into town and fill them up with 95 mogas or higher. Z and Mobil fuel cards are available to club pilots<sup>14</sup>. Avgas cards can be borrowed – contact your instructor.

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## FLYING FEES

Flying fees are charged for each flight based on engine time – the time between engine-on to engine-off. The Tecnam has a vibration activated meter measuring this time. Only 0.1-hour steps are recorded to keep the accounting simple. The Hobbs meter is not used for payment purposes as it records airtime only. It is used for the maintenance schedule. Both, the engine time and the Hobbs meter reading are to be recorded by the PIC in the daily flight log; the Hobbs meter numbers also need to go in the tech log.

A list of the current flying fees is published on the Club's website. The pilot agrees to pay the appropriate flying, landing, and airways fees (once known) within 3 working days into the Club's flying account 38-9015-0170169-02.

If any fees of more than \$300 are outstanding, no further flight will be approved.

Overnighter: If the plane is booked and has been approved for an overnight period, a minimum flying charge of 2 hours per day is expected unless otherwise approved prior to booking.

No show: If the pilot does not turn up for an approved booking and did not cancel by 8:00am on the day of flight, a fee equal to 1 hour is charged; cancellations due to bad weather or defects are exempt.

## MATAMATA LANDING FEE SCHEME

MAC is paying the Matamata Piako District Council (MPDC) for use of the Matamata aerodrome facilities by its members. The purpose of this arrangement is to provide club members with a cost-effective way to use and enjoy the aerodrome. As the Club is a not-for-profit, volunteer organization this arrangement shall not support any type of for-profit activity, personal financial gain, or activities that could be deemed detrimental to the Club.

The airfield use fee includes landing fees. For administrative reasons not every member's landing at NZMA is covered; only registered, member operated planes are included in the landing fee arrangement.

Specifically:

1. The cost is currently covered by a (substantial) component of the MAC membership fee. The landing fee arrangement is only available to financial, ordinary or life members.
2. All aircraft and operations considered in this arrangement will be approved at the discretion of the Club committee and registered with the MPDC.
3. Council landing fees will only be waived once an aircraft is registered with MPDC.
4. The Club committee, not MPDC, makes all decisions regarding the application of this policy.
5. Landing fees for all Club owned or operated aircraft are covered.
6. Two aircraft per club member, whether owned outright, in syndicate, or via a member owned company, can be registered.
7. If more than two aircraft are to be registered, the member must apply to the Committee who will assess that these are for genuine personal use and that only one aircraft will be in operation at any one time.
8. Landing fees are covered for the registered aircraft when the financial Club member is pilot-in-command or is under the direct supervision of an approved instructor.
9. In addition, landing fees are covered for the registered aircraft if the flight is for the purpose of the member's flight test or BFR by a professional external instructor or for test flights by an external test pilot.
10. If several people are using the same aircraft at Matamata, each person should join the Club.
11. Excluded are aircraft that are
  - a. not (at least partially) owned by a club member,
  - b. owned (at least partially) by another aero club or training organisation,
  - c. used for activities in competition with the Club's interests.
12. Members must provide accurate and current contact details and advise immediately when their registered aircraft is sold.
13. All aircraft operations at Matamata must abide by NZ Civil Aviation rules applicable to this aircraft as well as MPDC rules imposed from time to time.
14. If a Club member is in default of any of these rules, the Committee can at any time withdraw the privileges granted here.
15. Any exception to the above rules is at the sole discretion of the Committee.

## CLUB ACTIVITIES

### TRIAL FLIGHTS

The Club frequently provides trial flights to members of the public and hosts youth groups, like Scouts, ATC cadets, etc. The aim of these activities is

- to give each participant an enjoyable flying experience,
- to allow them to take control of an aeroplane,
- to provide a safe, professional training environment,
- to encourage participants to take an interest in the sport of recreational flying,
- to attract new club members, and
- in the case of youth groups, to support their training and education.

All trial flights comply with CAA rules 91, 103, and RAANZ's guidance<sup>15</sup>. The following rules apply:

- All Participants or their guardians must sign a liability release.
- Participants are temporary MAC members for a term specified by the Committee.
- All flights will be carried out by a qualified flight instructor.
- No Participant shall go airside unless accompanied by a MAC pilot member.

- No person shall approach the aeroplane closer than 15 m while the engine is running.
- Underage Participants shall not assist with re-fuelling the aeroplane.

## FLY-IN

The club regularly invites other flying clubs to a fly-in and BBQ at NZMA. In the past, between 2 and 30 planes attended. All flying and ground operations follow standard CAA rules, published AIP procedures, and require no special notification. Aircraft parking is in the designated aircraft parking area or on the bank further to the west.

If numbers are sufficiently high and require coordination, ground marshals wearing high-vis vests will direct aircraft to suitable parking spots. It is essential that gliding operations, in particular on runway 10, stick to the agreed launch location and minimise car and aircraft parking on the operational area (runway, taxiway and parking area). As this is a frequent problem, MAC needs to contact the PGC duty instructor on the day of the fly-in, advise requirements, and seek cooperation.

## LARGER EVENTS

The Club is affiliated with FlyingNZ and RAANZ. Both organizations regularly conduct regional or national flying competitions which sometimes are located at NZMA with MAC as the host. Other organizations have approached MAC to hold competitions at the airfield. During these events a substantial number (30-60) of aircraft might attend NZMA for several days, and intense competition activities, like precision landings, precision circuits, bombing, scenic or precision navigation, aerobatics, formation flying, etc., will take place at the airfield and the surrounding areas.

Operations need to be coordinated with other airfield users via the airfield users' group and MPDC. The event will be recorded in the MPDC event calendar. No other event should take place at NZMA at the same time. Glider winching and parachuting should be avoided during these days.

Although all flying will follow CAA rules and published AIP procedures, there is much-increased flying activity. Local as well as itinerant pilots need to be advised. These events will be published via NOTAM and/or AIP supplement.

Both FlyingNZ and RAANZ have guidance documents for their respective events which will be consulted. In addition, the Club will carry out 'Risk Management of Events'<sup>16</sup> guided by ISO31000:2009.

## OUR CLUB

Our pilots have been emailed a copy of these procedures, and a copy is available on our website.

These procedures are reviewed on a regular and as-needed basis.

If you see anything unsafe, let us know and we will work hard to improve things. We encourage an open culture where pilots report and discuss any safety concerns within the club and share with the wider aviation community via Incident and Defect Reports.

Access codes, pin numbers, and passcodes are available to members on request.

Officers or contacts listed here will change from time to time.

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- <sup>1</sup> Safety Officer: Anna Doerr, 027 702 5924
  - <sup>2</sup> CFI and ATO: Rainer Kunnemeyer, 021 910 185.
  - <sup>3</sup> Instructors: George Pirie
  - <sup>4</sup> Maintenance Officer: Egmont Stegen
  - <sup>5</sup> Maintenance Team: Andrew Campbell, Peter Kirby
  - <sup>6</sup> Maintainers: i.e. Solo Wings
  - <sup>7</sup> Entry code:
  - <sup>8</sup> MPDC: <https://www.mpdc.govt.nz/component/fileman/file/OurFacilities/Waharoa%20Aerodrome/NZMA%20SMP%202022.pdf?routed=1&container=fileman-files>
  - <sup>9</sup> President: Anna Doerr, 027 702 5924
  - <sup>10</sup> Laptop: Was stolen; use your own device or instructor's.
  - <sup>11</sup> Member's area: <https://mac.org.nz/members-area/>, password:
  - <sup>12</sup> MAC flight approvers: Anna Doerr, Rainer Kunnemeyer, Andrew Campbell
  - <sup>13</sup> Booking: Website at <https://bookourplane.com>
  - <sup>14</sup> Fuel cards: Key safe no: , fuel card pin: . (Due to current prices use Z-Matamata)
  - <sup>15</sup> Trial flights: RAANZ Field Operations Sec. 1.10.2
  - <sup>16</sup> RMOE: Risk Management of Events: A guide for event organisers. Sport New Zealand.