

## University of Maine Aircraft Oversight Committee Charter

### Committee Charge and Mission

The Aircraft Oversight Committee reports to the Executive Director of Facilities Management. Its mission is to provide oversight for aircraft owned or leased by the University of Maine (UMaine). The committee shall review and approve rules, procedures, applicants wishing to use the UMaine plane and management systems to provide safe conditions and safe practices for all flying related activities throughout the University of Maine, affiliated facilities and remote sites. This is to be accomplished by working closely with the Department of Facilities Management, Safety and Environmental Management and Purchasing, to maintain safe research, teaching and student club activities related to flying.

### Responsibilities

#### Committee Chair:

1. Ensure that the university has a set of general operating rules covering all aircraft.
2. A copy of these rules shall be maintained at Facilities Management.
3. Ensure that all accidents and near misses involving a University aircraft are investigated to ascertain the facts, conditions, and causal factor(s) for each incident; shall attempt to arrive at conclusions regarding the probable cause of the incident, and shall make known to all parties involved in the incident, its findings in the form of a written report.

#### Aircraft Maintenance Officer:

1. The Aircraft Maintenance Officer (AMO) shall be responsible for reviewing the logbook information for UMaine aircraft. Note: The Aircraft & Powerplant (A&P) mechanic will make most entries.
2. The Aircraft Maintenance Officer shall be responsible for the scheduling of all maintenance and repair work with certified service facilities.
3. The Aircraft Maintenance Officer shall be responsible for all documentation required to maintain UMaine aircraft.
4. The Aircraft Maintenance Officer shall also perform other such duties connected with the operation of the UMaine aircraft under the direction of the committee.
5. The Aircraft Maintenance Officer shall maintain a current pilot's license.
6. All new pilots shall contact the AMO to obtain a Bangor International General Aviation entrance badge. Badges shall be obtained through the UMaine Flying Club if the pilot is a club member.
7. The AMO will submit the necessary BIA badge renewal documents every two years in the month of the pilot's birthday.

8. The AMO will maintain the key box system at BIA.
9. The AMO will prepare the pre-billing and annual budget. Note: FM Business Services will perform the actual billing.

**Secretary:**

1. Will maintain the aircraft oversight committee charter.
2. Will maintain and distribute meeting minutes and committee reports.
3. Will track committee assignments.
4. Will maintain a roster of eligible aircraft pilots.

### Committee Structure

The committee must have the following key stakeholders and additional stakeholder to work on special Ad Hoc projects as needed. It is mandatory that a Chair, Secretary, Maintenance Officer, and Business Officer be identified to conduct meetings, record recommendations and maintain all files required to keep aircraft compliant with a FAA, Insurance, BIA Hanger and UMaine requirements.

**Required Membership:**

Facilities Management Representative (Chair) - Jeremy Chubbuck  
Facilities Management Representative (Business Services) - Nancy Hayden  
Aircraft Maintenance Officer - Louis Morin  
Flying Club Advisor - Rick Eason  
Secretary - Sandra Binette

**Term:** Three-year renewable term

**Chair:** Facilities Management - Administrator

**Voting Rights:** Each member is entitled to vote at all meetings.

**Operating Account Manager:** Stewart Harvey

**Foundation Gift Account Manager:** Stewart Harvey  
Note: The committee must approve all transfer of gift account funds.

**Meeting Schedule:** Meetings will be held periodically during the academic year and as needed for special projects or Ad Hoc Committees; additional meetings may be called by the Chair as needed.

## Definitions

### **Student Pilot:**

A person who does not hold the minimum of a pilot certificate for single engine airplanes.

### **Pilot:**

A person who holds the minimum of a private pilot certificate and meets the requirement of FAA Part 61 Subpart E – Private Pilots.

### **Authorized airplane uses:**

- Flying Club activities
- Bona fide research activities
- Bona fide University business (i.e. aerial photography/video by Division of Marketing & Communications, etc.)
- Recruitment activities for the Flying Club (i.e. the 2 hour membership clause in the Flying Club charter)
- Airplane maintenance activities (i.e. inspections, transportation to/from inspections, equipment check-outs, etc.)
- Maintenance of authorized pilot licenses (i.e. monthly/annual flight and take off/landing requirements)
- Special activities as approved by Sub-Committee
  - Alumni Association benefactor flights as appropriate
  - Original airplane donor flights on occasion

### **Unauthorized airplane uses:**

- Chartering
- Any periods of time extending beyond 8 hours of scheduled operation require committee approval in advance.
- Commercial uses

## Rules and Procedures

**Use of the University airplane is a privilege. Authorization to fly the airplane may be revoked at any time for any reason.**

### **Pilot Qualifications and Experience:**

Only approved pilots can act as pilot in command (PIC) of UMaine aircraft, except that approved pilots who cannot legally act as PIC may fly dual with UMaine approved instructors.

Approved pilots must hold at least a private pilot certificate and a minimum of 50 hours of total time (with a minimum of 25 hours in 150, 152 or 172 type aircraft). Student pilots are permitted to

fly while receiving dual instruction from an approved flight instructor. Student pilots are not permitted to fly N2459V solo.

Only UMaine approved instructors can provide dual instruction in the University owned plane. Dual instruction may only be given by committee approved flight instructors to flying club members and other authorized pilots.

To act as PIC, pilots must have a G1000 check ride in the UMaine aircraft by a UMaine approved FAA Certified Flight Instructor (CFI or CFII).

A refresher check ride by a UMaine approved instructor is required:

- If the pilot has logged fewer than 10 total hours with a G1000 and has flown fewer than 1 hour with a G1000 in the last 90 days

Re-training Flights - The Aircraft Oversight Committee may at their discretion require any pilot to complete a remedial re-training flight in the interest of safety. This may include ground training as well as flight training.

To become an approved flight instructor, a pre-approval evaluation flight with an airplane committee approved FAA certified flight instructor must be completed. Final approval must be granted by the AOC.

## G1000 Guidelines

### Pilot Approval

To be approved by the committee as a pilot for N2459V, it is required that the pilot receive a minimum of 10 hours of G1000 flight training. There are several options to achieve the goal of 10 hours of “glass time” with the G1000 system. Either option shall include, as the final step, a minimum one-hour flight check by a committee approved Certified Flight Instructor (CFI).

#### Option 1:

1. Complete 10 hours in the N2459V with a committee approved certified flight instructor (CFI), culminating in a minimum of a one hour check ride with committee approved CFI in N2459V.

#### Option 2:

- Complete an online course purchased by the pilot (up to 3 hours of the ten required hours).

#### combined with

- “glass time” on the ground in N2459V with a committee authorized pilot/CFI (up to 2 hours of the ten hours required) reviewing the various functions of the G1000 system.

or

- in a G1000 simulator (2 hours of the ten hours required).

**and then**

- Complete a final 5 hours of actual flight time with a committee approved CFI, or a current pilot that has logged at least 50 hours with the G1000, culminating in a minimum of a one hour flight check ride with committee approved CFI in N2459V.

The G1000 online training should include:

- Understanding and use of the Primary Flight Display (PFD) and Multi-Function Display (MFD).
- Navigate with moving maps, flight plans, and "Direct—To".
- Systems management including engine leaning and monitoring.
- Utilize the facilities database including pages and page groups, nearest airport, navigation aids.
- Communication and navigation radios settings.
- Emergency procedures.

Recommended online courses:

Kingschools.com - 7 hours

Garmin1000.com

Cessna Training Center: Cessna approved G1000 training is a 2-1/2 days transition course.

Resources:

Youtube G1000 trainings – these can provide some supplemental training and good overview information. However, these videos may not be counted towards the 10 hours of required training. .

(e.g. <https://www.youtube.com/watch?v=I0y6p0ct1m0>) This site provides a good overview.

## General Flight Operations

### Weather Requirements/Minimums General:

Flight in Visual Meteorological Conditions only. IMC is approved if with an instructor for training purposes or if the pilot is compliant with the applicable sections of FAR 61.57c or 61.57d. At least three of the required approaches must be with a G1000 during the last six months.

### Operations:

- The only maneuvers permitted are those required in a flight test for any airman certificate.
- Skydiving is not permitted

- The aircraft may only be operated from paved, public airports unless approved by the aircraft oversight committee.
- Plane use is limited to UMaine sponsored activities and UMaine Flying Club members. (See Authorized Plane Uses)
- The use of the UMaine aircraft for any commercial purpose is strictly prohibited (this excludes any official UMaine activity).

### **Night Operations:**

Night flight will be restricted as follows:

- Surface winds or gusts must be fewer than 12 knots, have a 90-degree crosswind component of fewer than 8 knots, and be forecast to remain within these limits for the duration of the flight.
- Visibility and ceiling must be 10 miles and 5,000 feet, respectively, and forecast to remain within these limits for the duration of the flight. If, however, the flight is to be made within a 12 nautical radius of Bangor (BGR), the ceiling restriction may be lowered from 5,000 feet to 3,000 feet.
- All night flights will be within a 35 nautical mile radius of Bangor International Airport. (Flights to La Fleur airport in Waterville, Maine are an exception to the distance restriction).
- Pilots with more than 200 total hours and either 50 hours of night flight or an instrument rating are not subject to the above night restrictions.
- Night landings must be at paved lighted airports only.

**Wind Limitations:** Private pilots shall not fly when the 90-degree crosswind component is greater than 15 knots.

**Aircraft Discrepancies:** If a pilot discovers any discrepancies with performance or operation of the aircraft, they must notify the maintenance officer as soon as possible.

**Securing Unattended Aircraft:** Pilots must tie down and/or chock before leaving the aircraft.

**Minimum Fuel Requirements:** Plan flight to land with a minimum of 1 hour of fuel remaining.

**Pilots Operating Handbook and Checklists:** All pilots are required to have a personal copy of the Pilots Information Manual, 172SIMAUS. A digital copy may be obtained from the UMaine Flying Club website.

**Fees:** The hourly rate funds the airplane, fuel, insurance, maintenance & hangar fee. All other expenses incurred are the responsibility of the pilot. Examples of other expenses may include, but are not limited to, landing fees, take off fees, tie down fees, etc.

## Administrative Policies

- International Travel – As allowed by insurance coverage.
- Annual program audit
  - UMaine Plane
  - Flying Club

### Aircraft Scheduling and Use:

1. No flight may depart unless it has been scheduled with the online scheduler. No one may schedule more than 8 hours total without approval from the Aircraft Oversight Committee.
2. Multi-day trips are allowed if approved by the airplane committee ahead of time. Multi-day trips will be charged a 4 hour minimum per day charge for each day away from BIA.
3. Please avoid scheduling an aircraft for more than thirty (30) minutes prior to departure and thirty (30) minutes after planned arrival. If you change departure time or date, or come back early, please update the online scheduler. Be considerate! When an aircraft reservation is scheduled and not used, or canceled on short notice, it prevents others from using the aircraft.
4. Late Arrivals. Every effort should be made to return the aircraft ON TIME, while not compromising safety of the passengers or the plane.
5. Hobbs times must be entered on the aircraft checkout sheet prior to engine start and after engine shutdown.
6. A lock box with aircraft keys is maintained at General Aviation BIA. Pilots must obtain their key immediately before their flight and return it as soon as possible afterwards.
7. The aircraft may be grounded at any time for maintenance issues until the service is completed. Pilots will be notified if their reservation is cancelled.
8. Every effort will be made to accommodate aircraft reservations; however, research flights take precedence over non-research flights. Pilots will be notified if their reservation is cancelled due to a research flight being conducted.

**Hangar Storage Rules:** Aircraft may only be pulled from and returned to the hangar by BIA personnel. Notify the airport staff at least 30 minutes before a planned departure time to have the plane pulled from the hangar. In the winter months request that the heater be plugged in at least 2 hours prior to departure and the cowling blankets should be attached. All pilots are responsible for attaching cowling covers following all flights conducted during winter conditions.

**Photocopies of Records Required:** To keep our records up-to-date, we require a photocopy of a UMaine MaineCard and the following flight documents:

1. Pilot Certificate(s)
2. Medical Certificate
3. Currency - Photocopy of logbook entry for flight review. All documents will be reviewed every 6 months by the AOC.

## Discipline

In the event of an incident involving possible UMaine charter or FAR violations, solo or pilot-in-command privileges in UNIVERSITY aircraft are automatically suspended pending a UNIVERSITY safety review.

Authorization to use the airplane may be revoked for:

1. Violations of the FARs
2. Violations of these Policies and Procedures
3. Any other reason deemed necessary by the Aircraft Oversight Committee