



## **MOSSSEL BAY AERO CLUB**

### **HOUSE RULES**

#### **1. CLUBHOUSE**

##### **1.1 INTRODUCTION**

The Mossel Bay Aero Club (MBAC) Clubhouse buildings/facilities belong to the Mossel Bay Aero Club members and are managed by the MBAC Committee only. The MBAC Committee constitutes individuals who sacrifice family life, money, time and effort and as such any dispute shall be handled in a dignified and respectful manner by all parties.

The clubhouse intends to create an ambience aligned to that of a rural airfield where members, fellow aviators and the general public can, in a relaxed environment experience the pleasure and thrills of recreational aviation as well as promote such. The maintenance and improvements of the Clubhouse and environs are the responsibility of the MBAC.

The MBAC operates on income received from membership fees and other efforts. These house rules ensure that we as a community agree how we are to co-exist happily. It is expected from all aviators to be conversant with the

CIVIL AVIATION ACT, 2009 (ACT NO 13 OF 2009) - CIVIL AVIATION REGULATIONS, 2011

Aviation is fraught with potential calamities. These rules are generated to serve MBAC. The Committee requests that these House Rules be respected and be read in conjunction with the MBAC Constitution, a Hangar Rental Agreement (for those who own hangars) and Operator Agreements (for Operators on the Airfield).

##### **1.2 OPERATING HOURS: CLUB HOUSE AND OFFICE**

1.2.1 The Clubhouse will be open from 08H00 until 18H30. It may also be open until later unless patron participation is lacking. The duty person may then close the facility early for that evening. The Clubhouse will be closed on Mondays unless the Monday falls on a Public Holiday.

1.2.2 Office hours from Monday till Friday 08:00-16:30.

1.2.3 Clubhouse operating hours may be amended from time to time. The Office Administrator shall convey such changes to members by email.

### 1.3 ACCESS AND PARKING

All persons utilising the Airfield shall:

- 1.3.1 Access the facility via the access road provided.
- 1.3.2 Respect that access control to the airfield must be regulated.
- 1.3.3 Use the biometric reader as primary access to the airfield. Telephone access is the privilege of hangar owners only.
- 1.3.4 Not tailgate any vehicle onto the airfield.
- 1.3.5 Not using the taxiways and apron for parking of vehicles.
- 1.3.6 Not use the taxiway (adjacent to the runway) or runway unless for "official" purposes. Official purposes shall mean vehicles performing recovery of aircraft, maintenance inspections and maintenance of the grass areas adjacent to the runway/taxiway and/or the runway and/or taxiways.
- 1.3.7 Activate vehicle hazard lights whilst using the runway/taxiways.
- 1.3.8 Monitor frequency 124.2 MHZ whilst undertaking any official use of the runway/taxiway.
- 1.3.9 Not impede the safe operation of aircraft taking off, landing or taxiing, whether or not in a vehicle and if in a vehicle whether such vehicle is moving or stationary.
- 1.3.10 When parking temporarily outside the hangars, park between the hangars and not in front of a hangar.
- 1.3.11 Ensure that guests visiting the hangars are escorted by the hangar owner/operator at all times.
- 1.3.12 Abide by the speed limit of 20Kph within the airfield security area.

Any consistent deviation from the above shall be brought to the attention of the Committee within 7 days of the observed infringement.

Hangar owners and club members remain responsible for the conduct of guests and may not permit them to be in any unauthorized areas of the airfield or enter any hangar unescorted.

Vehicles must drive on the right-hand side of taxiways and give way to aircraft.

### 2. COMMITTEE DESIGNATION AND PORTFOLIO RESPONSIBILITIES

The composition of the Committee is specified in the constitution. The designated positions and responsibilities are as per the attached annexure.

### **3. HANGAR OWNERS/MEMBERS / TENANTS AND OPERATORS**

#### **3.1 GENERAL**

Each hangar and aircraft owner/occupier/operator:

- 3.1.1 Shall comply with the mentioned CARS in force at the time.  
([http://www.caa.co.za/New%20Notices/CIVIL\\_AVIATION/REGULATIONS2011 .pdf](http://www.caa.co.za/New%20Notices/CIVIL_AVIATION/REGULATIONS2011.pdf) or later).
- 3.1.2 Hangar owners, members and operators shall have comprehensive insurance for fire, 3<sup>rd</sup> party and theft.
- 3.1.3 Shall use the Biometric system (fingerprint reader) for entry to the security area of the airfield.
- 3.1.4 Acknowledges that the sole purpose of the Airfield and the facilities thereon is restricted to aviation-related matters.
- 3.1.5 Must be a paid-up member of the Mossel Bay Aero Club.
- 3.1.6 Acknowledge that no commercial venture will be allowed unless the MBAC Committee has approved. These operations shall be aviation-related and to the benefit of the MBAC and their members. Such commercial venture entity shall be known as an "Operator".
- 3.1.7 All operations shall abide by the SACAA, CATS and CARS which shall enjoy precedence over any other rule. The MBAC Committee will make generic rules available. Additionally, specific "house rules" could be laid down per application.
- 3.1.8 Shall ensure that their tenants, visitors, and employees are familiar with and abide by the rules.
- 3.1.9 These rules are enforceable by the Committee and employees of MBAC and must be observed by all owners and tenants.
- 3.1.10 All the rules shall apply ipso facto to tenants and all persons who have obtained right of occupancy of a section in whatever manner, and no agreement with such residents that is contrary to this stipulation shall be binding.
- 3.1.11 In applying and enforcing these and any other rules, the MBAC may appoint members of the Committee to assist them.
- 3.1.12 Occupants (Owner or tenant) are responsible for the behaviour, acts and omissions of their visitors and shall ensure that such visitors are made aware of, understand and conform to these rules. Repeated non-compliance of said visitor or representative of the owner/tenant, will result in those person(s) being denied admission onto the property.
- 3.1.13 Hangar owners may make their hangar available to their flying guests and such guests shall acknowledge the contents of these house rules through their signature on a copy of these rules to be placed in the hangar owner's file. The

hangar owner is to inform the MBAC office of the guest's name, duration of the stay, aircraft type/colour/registration and contact details. The guest shall pay the landing fees.

3.1.14 Display these rules in the hangar.

## 3.2 BEHAVIOUR

All owners and occupiers shall ensure that their use of their section and or the common property and its facilities is at all times conducted in such a manner as not to:

3.2.1 Cause a nuisance, disturbance or inconvenience to any other owner or occupier.

3.2.2 Detrimentally affects the rights and interests of other owners or occupiers.

3.2.3 Allow children to play in the parking area, taxiways, runways or all common areas, other than within the perimeters of the Clubhouse and its surroundings.

## 3.3 ALTERATIONS, ADDITIONS, DAMAGE AND MAINTENANCE

3.3.1 Maintenance of the airfield is carried out by the MBAC except for hangar plots which is the responsibility of the hangar plot owner/user.

3.3.2 No alteration may be made to the exterior of the hangar as well as the common areas, without the written consent of the MBAC. Should council approval be required for the alteration, certified copies of proof of the council's authorisation, as well as copies of any plans, will have to be submitted to the MBAC with such request.

3.3.3 Those persons having such work done and those persons performing it, shall at all times co-operate closely with the MBAC Committee and shall in consultation with the MBAC Committee, ensure that proper and satisfactory measures are continuously taken to adequately protect the Common Property from damage, defacement, disfigurement, defilement or theft.

3.3.4 An owner/resident may not use his section or any part of the common property in such a manner or for any purpose, which is destructive to the building and taxiways nor permit it to be so used.

3.3.5 An owner/resident may not make any alteration whatsoever that is likely to impair the stability of the building and other improvements.

3.3.6 An owner/resident may not do anything to his section, which is likely to prejudice the harmonious appearance of the building.

3.3.7 An owner/resident must keep his section free of pests. The owner must allow the MBAC Committee to inspect his hangar from time to time and take such action reasonably necessary to eradicate any pests. Any action taken by the Committee for the eradication of pests in any hangar, if such action is not timeously taken by the owner, shall be for the account of the Hangar owner.

### 3.4 NEW HANGERS

- 3.4.1 A building occupation Fee of R60,000.00 + VAT shall be paid into the bank account of the MBAC before construction commences. This fee is non-refundable.
- 3.4.2 In addition to the Occupation Fee payable above, the hangar owner shall pay a deposit of R10,000 into the bank account of the MBAC before construction commences. This fee shall be paid back to the new hangar owner once the Club Captain has inspected the building site after completion of the construction work and it has been ascertained that all excess building material and leftover excavation material has been removed and the site has been left in a neat and orderly state.
- 3.4.3 Only the main contractor is granted access to the airfield via the telephone access system for the duration of the hangar build.
- 3.4.4 The Contractor is responsible for all activities as well as personnel and their movements as well as adherence to MBAC rules within the confines of the airfield.
- 3.4.5 A Water meter is to be installed on-site before building commencement. Communal taps are not allowed to be used.
- 3.4.6 Work requiring electricity shall be effected using a portable generator.
- 3.4.7 Compliance with the local authorities' building regulations shall be adhered to.
- 3.4.8 The Contractor is to ensure that there is a portable toilet on site for his labour.
- 3.4.9 No dumping is allowed within the confines of the airfield. The owner will be fined R100,000 should it be ascertained that his Contractor dumped material anywhere on the airfield.
- 3.4.10 Any damage to taxiways and common property of the club (or others) shall be borne by the new hangar owner/contractor.
- 3.4.11 The main contractor will ensure that the building site and its employees adhere to the Occupational Health and Safety Act and submit a copy of the Health and Safety Plan to the MBAC Administration before the commencement of construction.

### 3.5 SALE OF HANGAR

The PLOT USER will be entitled to sell his/her hangar at any time, provided that:

- 3.5.1 A one-month written notification has been given by the PLOT USER to MOSSEL BAY AERO. All hangar fees and membership fees must be paid up to date.
- 3.5.2 A new Hangar Agreement has been concluded between MOSSEL BAY AERO and the new plot user. A new Hangar Owner's initial occupation fee, as per paragraph 7 below, will be payable to MOSSEL BAY AERO by the new PLOT USER.

3.5.3 Only after a new hangar agreement has been concluded and the hangar owner's initial occupation fee and membership fees have been paid by the buyer, may the seller transfer occupation of the hangar to the buyer. MOSSEL BAY AERO will not permit access to the airfield until this condition has been met.

### 3.6 HANGAR OWNER INITIAL FEE AND ANNUAL HANGAR FEES

3.6.1 The PLOT USER will pay a NON-REFUNDABLE initial occupation fee of R60 000-00 plus VAT to MOSSEL BAY AERO for the right to build a new hangar or purchase an existing hangar on the allocated hangar space on signature of this agreement.

3.6.2 The PLOT USER will further be liable for an annual Hangar Fee, or rates and taxes per the municipality as the case may be, payable by the PLOT USER to MOSSEL BAY AERO on/or before 1- JANUARY in advance for each year. This annual fee, as established by MOSSEL BAY AERO, in its sole and absolute discretion, will be published each year in the "Summary of MOSSEL BAY AERO Fees" and rules.

3.6.3 Annual hangar fees in arrears for more than 90 days will be handed over to the MOSSEL BAY AERO attorneys for collection. Interest at a rate of prime plus 2.5% and all legal fees will be for the account of the OWNER.

### 3.7 PETS

In the interest of SAFETY, no pets are allowed on the common property.

### 3.8 BUSINESS ACTIVITIES

3.8.1 No business may be conducted on the common property or on/from a section thereof without the written consent of the MBAC Committee having been obtained. (Such consent is embodied in an Operator's Agreement).

3.8.2 No public business, auctions or jumble sales may be conducted on the property unless consent, in writing, of the MBAC Committee is first obtained.

3.8.3 No advertisements or public material may be exhibited or distributed on the common property without prior approval of the MBAC Committee.

3.8.4 No beehives are permitted on the airfield without special permission.

### 3.9 MAINTENANCE

3.9.1 Owners shall at all times keep their hangars in a proper, clean and habitable state.

3.9.2 The clearing of blocked drains originating from an owner's hangar, and the maintenance of sanitary equipment, all electrical installations and other interior repairs to their hangar of whatever nature shall be at the owner's own expense and effected in accordance with applicable regulations and laws.

### 3.10 COMPLAINTS

Any complaints arising out of the application or lack of observance of these rules must be directed to the MBAC Committee, in writing within 7 days of said occurrence. Full details (time, date, names, and nature of complaint) are to be provided by the complainant.

## 4. **MOSSEL BAY AERO CLUB INFORMATION GUIDE**

### 4.1 SAFETY

- 4.1.1 AIRMANSHIP is compulsory. A high standard of airmanship must prevail with due consideration for fellow airmen. Any transgressions must be brought to the attention of the MBAC Safety Officer.
- 4.1.2 Any operation of an aircraft on the ground or in the air contrary to the Civil Aviation Regulations or thereof will not be tolerated.
- 4.1.3 Any display of poor airmanship or disregard for the safety of others will invoke disciplinary action.
- 4.1.4 Repeated and/or extreme infringements will result in the loss of the privileges to fly at this airfield and this will be enforced with the backing of SACAA.
- 4.1.5 FAMO is a busy unmanned airfield. Pilots shall use standard radio procedures in English, clearly and accurately stating their position. A reminder that nothing substitutes a good lookout!!
- 4.1.6 It is standard procedure to request a "radio check" from other aircraft prior to taxiing to the holding position of a runway — NO RADIO - NO FLY!
- 4.1.7 Ground safety radio stations may not be operated for the purpose of traffic advisory information unless under the supervision of a qualified person.
- 4.1.8 All pilots operating at FAMO are to be familiar with the provisions of PART 139: AERODROMES and HELIPORTS as well as Part 185: ENFORCEMENT.

The following activities are strictly prohibited:

- a. The use of quad bikes on the Airfield unless for the movement of aircraft and the prior approval of the MBAC Committee.
- b. Use of bicycles/tricycles by children within areas reserved for aircraft movements
- c. Parachute jumping shall only be permitted under the auspices of the DZ owner and their guidelines and jump master. This DZ operates with the required CAA permit.
- d. NO R/C operated models or flying of model aircraft shall be permitted at FAMO except at the registered R/C club on the airfield.
- e. Aerobatic flying at the Airfield. No aerobatic manoeuvre may be performed unless the pilot and the aircraft have the appropriate rating. In addition, such manoeuvre shall be conducted away from other air traffic and at a safe height.
- f. The operating of aircraft engines inside the hangar is prohibited.
- g. Taxing into and out of hangars is prohibited.

- h. Air taxing of helicopters between the hangars is prohibited.
- i. When starting and operating aircraft engines, the "prop blast" shall not impact others.

## 4.2 JOINING PROCEDURES

- 4.2.1 FAMO Frequency is 124.2 Mhz.
- 4.2.2 ALWAYS assume the circuit is active.
- 4.2.3 Standard unmanned airfield joining procedures shall apply at Mossel Bay Airfield. Aircraft shall join in such a manner so as not to interfere with any traffic in the pattern.
- 4.2.4 FAMO is a registered para-drop zone. Listen out on frequency 124.2 Mhz for para drop calls. While para dropping is in progress, joining traffic should remain clear of the airfield and outside of a 2nm radius until all parachutists are reported to be on the ground. No joining overhead the field is allowed during para dropping.
- 4.2.5 Aircraft joining overhead the Airfield shall join at an altitude of 2500' AMSL on QNH as reported by FAGG ATC (ATIS 126.225 Mhz).
- 4.2.6 Aircrew shall become conversant with FAMO Local Traffic Regulations FAMO AD2.20.
- 4.2.7 Aircraft will observe the traffic pattern/wind direction overhead the Airfield and then descend on the "dead side" to join the circuit at 1500' MSL.

## 4.3 GENERAL

- 4.3.1 No circuit training on Sundays before 08h00.
- 4.3.2 No circuit training on Christmas Day or Easter Sunday.
- 4.3.3 Respect for the areas surrounding FAMO Airfield.
  - 4.3.3.1 No low flying except for take-off, landing or training purposes.
  - 4.3.3.2 Noise abatement procedures should be practised whenever possible.
  - 4.3.3.3 No repeated low flying over especially animals (Ostrich and horse farms) is permitted.
  - 4.3.3.4 Engine run-ups should not be performed at the holding points to allow other aircraft to freely access the runway or apron at all times.



#### 4.4 AIRCRAFT SAFETY

- 4.4.1 A daily parking fee for visiting aircraft will be levied. MBAC will not be held liable in the case of any loss or damage.
- 4.4.2 In the event of an incident or accident, follow the prescribed emergency operating procedure, which is available in the Clubhouse. No member except the Club Safety Officer shall make any statements about or release details of such occurrence to the media or any unauthorized person. The reporting of incidents or accidents to the appropriate authority, SACAA, within the prescribed time, shall remain the responsibility of the pilot.

#### 4.5 MOORING AND PARKING OF AIRCRAFT

- 4.5.1 Whenever any aircraft is left outside, it will always be moored on the apron with the flying controls secured.
- 4.5.2 Helicopters shall only land or take off within demarcated areas at the fuel bay.
- 4.5.3 No aircraft may be parked within the refuelling area or in such a way as to impair access to the fuel bay or access to the hangars or on taxiways.
- 4.5.4 Aircraft may only be parked within the refuelling area for refuelling and may not be left unattended.
- 4.5.5 No aircraft shall block any taxiway.

#### 5. FUEL FACILITY

- 5.1 Jet A1, AVGAS and MOGAS are available. Refer to the MBAC website for fuel prices.
- 5.2 MBAC members obtain fuel at a preferential rate.
- 5.3 The preferential rate may not be ceded to guests or clients.
- 5.4 No fuel may be re-sold without the consent of the MBAC Committee.
- 5.5 Smoking is strictly forbidden anywhere near the Fuel Installation or hangars.
- 5.6 MBAC shall adhere to Part 139.01.23 detailing the Supply of Fuel to aircraft:

##### 139.01.23

(1) No person shall on a licensed aerodrome or heliport supply any fuel to any aircraft except at a place and in a manner approved by the aerodrome or heliport operator.

(2) The aerodrome operator shall have a signed copy of the refuelling procedure available for audit purposes as prescribed in Document SA-CATS 139.

(3) The aerodrome operator shall institute measures to periodically monitor the refuelling processes to ensure compliance with the agreed-upon procedure is maintained.

(4) The aerodrome or heliport operator may subject to any approval granted in terms of sub regulation (1), adhere to compliance with such conditions as the aerodrome or heliport operator may consider necessary to impose in order to safeguard persons or property on the aerodrome.

(5) The aerodrome operator shall institute measures to address any identified non-conformance and to keep a record thereof.

(6) The aerodrome operator shall ensure that fixed installation refuelling facilities are provided with emergency cut-off switches that are marked and situated in an area where they can be reached without danger to persons in the event of an emergency.

## **6. MANUAL ON FIRE FIGHTING ON THE PREVENTION THEREOF AT MOSSEL BAY AIRFIELD**

### **6.1 HANGARS AND IMMEDIATE SURROUNDINGS**

6.1.1 All aircraft stored at Mossel Bay or making use of the aviation facilities must be fitted with the required fire prevention equipment as per regulation.

6.1.2 Owners or tenants must observe the placement of the nearest water point to their hangars and have available in their hangar a suitable hosepipe with the required tap connectors for use at that point.

6.1.3 Each hangar shall have a 9kg dry powder fire extinguisher fitted for fighting chemical fires and shall be serviced as prescribed and be subjected to inspection from time to time.

6.1.4 Any uncontrolled fire must be reported immediately to Mossel Bay Fire Department (044 691 3722) MBAC Committee and the airfield manager every attempt must be made to contain and kill the fire, mindful of your safety.

6.1.5 No open flames like lighters, matches or the use of arc welders and grinding equipment are allowed in hangars. If work requiring the use of such has to be done the necessary precautions (use of personal safety gear such as eye protection, ear defenders and gloves; equipment is to be used in a section of the hangar deemed safe which is free from fuels, oils or any highly combustible material) should be taken to ensure safe operation. The Safety Officer must first be notified before such work is started and after it is completed and his acceptance must be obtained in advance of the work being carried out.

6.1.6 Fuel and oil storage are only allowed in hangars in containers designed specifically for that purpose and may not exceed 200 litres per hangar.

6.1.7 Any unplanned fire must be reported to the Committee. All attempts to quickly extinguish such a fire must immediately be taken.

## 6.2 CLUBHOUSE

The Clubhouse is the joint property of all Club Members. It is expected from all users to respect all patrons/users, infrastructure, removable property and stock contained therein. No item may be removed from the premises without the MBAC Committee being notified.

## 6.3 AIRFIELD MANAGEMENT/MAINTENANCE

6.3.1 Airport Management and administration is the responsibility of designated MBAC Committee members.

6.3.2 Under the authority of the MBAC Committee is an airfield administrative officer whose function is to take care of the day-to-day running of administrative functions. There shall also be an airfield manager appointed whose function shall be to manage and oversee all aspects of the airfield including maintenance, housekeeping, access control, refuelling and observation for conformity by pilots to CATS and CARS.

6.3.3 It is the responsibility of the MBAC to oversee the maintenance of firefighting equipment on the airfield which falls outside the hangars.

6.3.4 Disciplinary steps will be taken against anyone who starts an unauthorized fire on the premises.

## 7. SECURITY

7.1 Mossel Bay Airfield is situated on municipal property leased and operated by the MBAC and the right of admission is reserved.

7.2 Owners shall take full responsibility for the property inside their hangar(s).

7.3 A reputable security company shall be appointed as the MBAC security service provider.

7.4 Overnight parking of aircraft is only allowed within the confines of the apron.

## 8. AIRCRAFT GROUND MOVEMENTS, PARKING AND NOISE ABATEMENT

### 8.1 GENERAL

8.1.1 All aircraft using the Airfield facilities will be bound by the following rules and regulations governing the operations of aircraft on the airfield.

- 8.1.2 At no time shall aircraft be operated contrary to or in violation of the rules and regulations as imposed by the SACAA Aviation Laws. Such statutes shall also govern aircraft certification. The air traffic rules as established by the SACAA are adopted and made a part hereof.
- 8.1.3 All owners must familiarize themselves and their tenants with the rules herein. Flight instructors shall be responsible for the respective student pilots under their supervision.

## 8.2 FLIGHT AND GROUND OPERATION

- 8.2.1 The following rules apply to all aircraft operating on and in the vicinity of the Airfield.
- 8.2.2 Aircraft shall use designated areas for parking only.
- 8.2.3 No person shall operate an aircraft on or occupy a runway so as to cause a hazard to other aircraft or property.
- 8.2.4 All aircraft shall be taxied no faster than at a fast walking pace.
- 8.2.5 No aircraft engine shall be started or run unless a competent operator is in the aircraft attending to the aircraft controls.
- 8.2.6 Starting of aircraft engines is prohibited where jet/prop blast may cause harm or discomfort to spectators and/or parking areas or create a hazard or nuisance.
- 8.2.7 The MBAC may authorize the removal, (after SACAA approval, if applicable) of damaged aircraft from the landing areas and ramp areas at the expense of the owner and without liability for damage which may result in the course of such removal. Aircraft or part thereof involved in an accident causing serious or fatal injury to any person shall not be removed or disturbed except:
  - 8.2.7.1 To assist trapped victims.
  - 8.2.7.2 By authorization of the SACAA.
- 8.2.8 The Safety Officer and Chairman shall be notified immediately after such actions have been completed.
- 8.2.9 Aircraft landing at the Airfield shall make the landing runway available to others by leaving the runway as promptly as safe operation permits.
- 8.2.10 Back-tracking on the main runway should be restricted to the minimum. Use of the taxiway is encouraged.
- 8.2.11 Position and intention advisories will be transmitted on the VFR frequency (124.2 MHz) before and whilst in the traffic pattern; before taxi; during taxi operations; before entering the runway; before take-off and immediately after exiting the active runway.
- 8.2.12 Helicopters may not hover or air taxi near, between or close to any structures, runways, taxiways etc. in accordance with the official SACAA regulations.

### 8.3 ENGINE RUN-UPS

It is the policy of MBAC at Mossel Bay Airfield that all aircraft operations on the Airfield shall be conducted in such a manner that noise impact on the community is minimized and to preclude the possibility of undue nuisance or damage to persons or property.

8.3.1 Necessary pre-flight run-ups normally made immediately before take-off will be allowed with due consideration to noise and only to the extent necessary.

8.3.2 Engine run-ups should be performed in the designated areas but allow free access to the runway for other aircraft.

8.3.3 The aircraft operator shall take necessary precautions to diminish the exposure of persons or property to prop wash, jet blast and noise. The operator will be held responsible for any damage to persons or property caused by the operation of the aircraft.

8.3.4 Any spills, leaks or debris from the aircraft or associated ground equipment must be cleaned up immediately.

### 8.4 INTERFERENCE AND TAMPERING WITH AIRCRAFT

No unauthorised person shall interfere or tamper with any aircraft, put into motion the engine of such aircraft or use any aircraft, aircraft parts, instruments or tools without permission of the owner or satisfactory evidence of the right to do so, presented to the Airfield Management upon request.

### 8.5 AIRCRAFT REPAIR LOCATIONS

No aircraft, aircraft engines, propellers and apparatus shall be repaired in any area of the MBAC Airfield other than private hangars and those areas specified by the Airfield Management.

### 8.6 FUEL CLEANERS and OTHER HAZARDOUS MATERIALS

No aircraft or engines may be washed down and no mechanical work performed on aircraft or ground vehicles involving fuel or other hazardous material, which will soften or damage surfaces, create a fire hazard, pollute groundwater or violate any regulations. Any violations will become the responsibility of the party or parties conducting such activities to return the property to its original state.

### 8.7 DERELICT AIRCRAFT, VEHICLES or EQUIPMENT

The Airfield Management may make arrangements to remove or destroy derelict or abandoned aircraft, vehicles, equipment or other property from the Airfield. Costs associated with this will be the responsibility of the owner of the aircraft, vehicle or equipment.

## 8.8 VEHICLE MOVEMENT AND PARKING

- 8.8.1 Vehicle movements on the Airfield shall be restricted to the absolute minimum. Hangar occupants may use the vehicle to their hangar.
- 8.8.2 No heavy vehicles (LDV max) are permitted on the airfield. However, construction vehicles with specific permission to enter the airfield from the MBAC Committee or Airfield Manager or any emergency vehicles may enter via the apron gate.
- 8.8.3 At no time may the speed limit of 20 km/h be exceeded, other than by emergency vehicles in an emergency, and then with due care.
- 8.8.4 The Committee has the authority, without the consent of the owner, to instruct a third party to remove or tow away any vehicle parked on the common property should it be parked such that it is restricting the free movement of aircraft, vehicles or persons on the airfield or deemed a hazard or security risk. The cost will be for the account of the owner of the vehicle.

## 8.9 DAMAGE TO PROPERTY

The cost pertaining to the damage of MBAC property will be recovered from the party responsible for such damage.

## 8.10 AIRCRAFT TRANSIENT PARKING (TRANSIENT MEANS SHORT-TERM)

- 8.10.1 Transient Aircraft Parking Area is defined as any Common Property Area designated by the Airfield Management which includes the Apron in front of the Clubhouse and the areas between the hangars and taxiways.
- 8.10.2 The use of Transient Aircraft Parking Areas for conducting training or air carrier operations of any kind or for the display, demonstration, or sale of new and used aircraft in connection with a business or commercial enterprise is prohibited.
- 8.10.3 Transient Area parking is provided primarily for use by transient (non-FAMO based) aircraft.
- 8.10.4 Transient Area parking shall be operated on a first-come, first-served basis. Spaces may not be reserved.
- 8.10.5 All aircraft, when left unattended, must have a wheel chock properly positioned on at least one main tyre and/or nose gear tyre. Where provisions are available to tie down aircraft or secure it in another manner, all fixed-wing aircraft will be properly tied down at all times.
- 8.10.6 No aircraft shall be parked or positioned in such a manner that the aircraft creates a hazard or otherwise interferes with the safe and efficient flow of other aircraft or vehicles or encroaches upon roadways, taxi lanes or taxiways.

- 8.10.7 No aircraft shall be parked closer than three (3) feet from any part of another aircraft; nor shall any part of a parked aircraft overlap any structural part of another aircraft.
- 8.10.8 No aircraft shall be parked or positioned, other than a designated space, for the purpose of fuelling, or for the enplaning or deplaning of passengers or cargo.
- 8.10.9 No vehicle shall be parked or positioned in such a manner that the vehicle creates a hazard, or otherwise interferes with the safe and efficient flow of aircraft to and from the Transient Parking Areas.
- 8.10.10 No vehicles shall be parked or left unattended on the Transient Parking Areas.
- 8.10.11 Use of the Transient Parking Areas is subject to the payment of parking fees.
- 8.10.12 No aircraft maintenance shall be conducted on Transient Aircraft Parking Areas except that which is of an emergency nature; and which is absolutely necessary to allow safe movement (towing) of the aircraft. Once an aircraft can be safely moved, it shall be relocated to a private hangar or an area designated by the Airfield Management for the completion of repairs.
- 8.10.13 Transient aircraft shall not be permitted to park on transient areas for more than seven (7) days out of any fourteen (14) day period without written permission from the Airfield Management.
- 8.10.14 Mossel Bay based aircraft are limited to a maximum of two (2) hours parking in the common area, within any twenty-four (24) hour period unless prior approval has been given by the Airfield Management.

**9. LANDING FEES**

Landing fees are published by the MBAC Committee from time to time. These shall be displayed on the Notice Board and on the MBAC Website.

**10. INTERPRETATION**

- 10.1 In the event of any dispute concerning the interpretation of these rules and/or the enforcement thereof and/or any breach thereof, the decision of the majority of the MBAC Committee shall be final and binding on all parties concerned in such dispute.
- 10.2 The headings contained in these rules are for convenience only and shall not affect the interpretation thereof.

11. **VALIDITY OF RULES**

Should any provision of these rules be invalid and/or unenforceable, such provision is severable from the rest of these rules and shall not affect the validity and enforceability of the remainder of these Rules.

12. **INDEMNITY**

Users of the airfield indemnify the MBAC against any claims. Use of the airfield and its facilities is entirely at own personal risk.

13. **USEFUL INFORMATION ANNEXURES A FOR EMERGENCY NUMBERS, ANNEXURE B FOR MBAC FEES AND ANNEXURE C FOR MANAGEMENT COMMITTEE PORTFOLIOS AND DESCRIPTIONS.**



## **ANNEXURE A:**

### **EMERGENCY NUMBERS**

- SAPS Mossel Bay, +27 (0)44 691 2222, George Rd, Mossel Bay.
- SAPS National, 10111.
- Ambulance, +27 (0)44 691 3170 Provincial, Mossel Bay Provincial Hospital, 21st Ave, Mossel Bay.
- ER 24 Private Ambulance Service, +27 (0)84 124, Corner Alhof Drive and Ryk Tulbagh St., Da Nova, Mossel Bay.
- Fire Brigade Mossel Bay, +27 (0)44 691 3722, Corner Louis Fourie Rd and Schoemann St, Mossel Bay.
- National Sea Rescue Institute (NSRI), +27 (0)82 990 5954, Church St, Mossel Bay.
- Provincial Hospital, +27 (0)44 691 2011, 21st Ave, Mossel Bay.
- Mossel Bay Municipality, +27 (0)44 606 5000, Marsh St, Mossel Bay.
- Traffic Department, +27 (0)44 606 5201, Corner Essenhout and Louis Fourie Rd, Mossel Bay.
- Water and Electricity, +27 (0)44 606 5041, Marsh St, Mossel Bay.
- Society for the Prevention of Cruelty to Animals (SPCA), +27 (0) 446 0824, SPCA Grounds, Bill Jeffrey Ave, Mossel Bay.
- Tourist Emergency, +27 (0)44 878 2139 Ambulance Service, +27 (0)82 492 3968.
- Ambulance Service, This service is provided 24 hours. The toll-free number is 10177. For any further information, please call Captain Tanzi, +27 (0)44 691 1911, 12th Avenue, Mossel Bay.
- Life Bay View Private Hospital, +27 (0)44 691 3718 c/o Alhof Drive and Ryk Tulbagh Street, Da Nova, Mossel Bay.
- Mossel Bay Surf and Life Saving Club, +27 (0)83 462 1182.
- National Sea Rescue Institute, +27 (0)82 990 5954, +27 (0)82 990 5954.
- Mossel Bay Harbour, CBD, Mossel Bay.
- Life-saving and sea rescue club., +27 (0)82 740 7654.
- Provincial Hospital, The Provincial General Hospital is a state hospital located at 12th Avenue, Mossel Bay, +27 (0)44 691 2011.

**ANNEXURE B: MBAC FEES.****LANDING FEES 2023.**

Max take-off weight per single aircraft landing in kg up to and including commercial and private.

Weight	ZAR	ZAR
500	96.00	80.00
1000	120.00	100.00
1500	150.00	125.00
2000	180.00	150.00
2500	240.00	200.00
3000	300.00	250.00
4000	360.00	300.00
5000	480.00	400.00
6000	600.00	500.00
7000	720.00	600.00
8000	820.00	700.00
9000+	950.00	800.00

**PARKING FEES 2023**

Max take-off weight per 24 hours or part of aircraft in kg up to and including commercial and private.

Weight	ZAR	ZAR
2000	60.00	50.00
3000	90.00	75.00
4000	120.00	100.00
5000	180.00	150.00
10 000	500.00	250.00

**NOTE: FEE-ONLY CHARGEABLE IF PARKING EXCEEDS 4 HOURS**

## ANNEXURE C: COMMITTEE DESIGNATION AND PORTFOLIO RESPONSIBILITIES

### COMMITTEE DESIGNATION

1. Chairman	Steve Beck	082 458 2002
2. Club Captain	Christiaan De Witt	073 668 4234
3. Treasurer	Cobus Broodryk	082 554 8155
4. Secretary	Eugene Vermeulen	076 148 5061
5. Safety Officer	Eddie Raubenheimer	061 500 5148
6. Events/ Social	Cobus van Rensburg	083 303 1960
7. Without portfolio	Henk Van Wyk	071 641 1667
8. Municipal rep	Anton Dellelijn	072 150 1823
9. Municipal rep	Vacant	.....
10. Administrator	Retha Broodryk	083 385 2000
11. Airfield Manager	Jan Marais	082 552 2422

## COMMITTEE PORTFOLIO RESPONSIBILITIES

PORTFOLIO	PORTFOLIO DESCRIPTION
Chairman	The Chairman's main duties include chairing meetings MBAC Committee, setting meeting agendas in conjunction with the Secretary, managing and providing leadership to the committee, and acting as a direct liaison between the committee and the municipality.
Club Captain	The club captain is in charge of the day to day running of the club. He supervises and maintains all club amenities, manages general workers, and acts as the contact point for other clubs. The club captain executes the events organized by the events coordinator and works closely with the events coordinator. This is the go-to person for members who wish to communicate with the club committee.
Committee member without portfolio	The committee member without portfolio is a member chosen at the AGM to represent the members in general. This member can be tasked by the committee to support any of the other 6 functions, to support special projects or to stand in for a dedicated portfolio in the absence of a committee member. This is normally an entry level into the committee to learn how the club committee functions and such a member might move to a dedicated portfolio after a year of service.
Events coordinator	The events coordinator plans and organizes all club activities. This includes fly-ins, fly-aways to other clubs, social events at the clubhouse, annual meetings, competitions for club members and air shows and larger events. The coordination and invites of informational and educational talks (such as ATC and other experts) are all examples of activities organized by the events coordinator. The events coordinator presents these activities to the committee for approval and budget. The events coordinator liaises closely with the club captain, who manages the execution of the events.
Safety Officer	The safety officer deals with all matters concerning safety at the airfield. This includes the general safety of the airfield infrastructure, aviation safety, safety concerning all club members, training schools, and operators and visiting aviators. The safety officer investigates all safety related incidents, makes recommendations regarding safety issues and reports to the committee regarding safety in general.
Secretary	The duties of the secretary include ensuring meetings are effectively organised and minuted, maintaining effective records and administration, upholding the legal requirements of governing documents, aviation law, company law etc (where relevant) as well as communication and correspondence.