

**Department of the Air Force
88 Mission Support Group
Wright-Patterson AFB OH 45433**

**Wright-Patterson AFB Aero Club
88 MSG/SVBA SOP 34-232
1 February 2003**

Wright-Patterson AFB Aero Club Standard Operating Procedures (SOPs)

These procedures implement Air Force Instruction 34-217, *Air Force Aero Club Program*, and Air Force Manual 34-232, *Aero Club Operations*, by establishing Wright-Patterson AFB Aero Club procedures and supplementing Air Force guidance as appropriate. All members of the Wright-Patterson AFB Aero Club, Nonappropriated Fund (NAF) employees of the Aero Club, contractors to the Aero Club, and members of other aero clubs flying Wright-Patterson AFB Aero Club aircraft shall comply with these SOPs. In addition to these SOPs, all members are responsible for complying with applicable Air Force Directives, Instructions, and Manuals; Federal Aviation Regulations (FARs); and Pilot Information File (PIF) items.

SUMMARY OF CHANGES

These SOPs supersedes the WPAFB Aero Club 88SPTG/SVBA SOP 34-232 dated 1 February 1999 and incorporates AFI 34-217, AFI 34-262, and AFMAN 34-232 direction and guidance, and information previously contained as Pilot Information File (PIF) items. Significant changes include: The removal of Chapters 8,9,10, and 11.

Certified by: Ronald L. Smith, Aero Club Manager

Approved by: Mr. Steven C. Carlyon, Services Division Director

Pages: 74

Distribution: WPAFB Aero Club Official File

WPAFB Aero Club Pilot Information File

WPAFB Aero Club Reference Library

WPAFB Aero Club Manager

WPAFB Aero Club Bookkeeper

WPAFB Aero Club Maintenance Supervisor

WPAFB Aero Club Chief Flight Instructor

88 MSG/SV

88 MSG/SVB

88 OSS/OSA

Each Installation Aero Club Advisor/Representative

CHANGE STATUS

CHG	DATE	CHG	DATE
Basic	1 Feb 03	10	
1		11	
2		12	
3		13	
4		14	
5		15	
6		16	
7		17	
8		18	
9		19	

PAGE STATUS SUMMARY

<u>Section</u>	<u>Page(s)</u>	<u>Change</u>	<u>Posted by (Initials)</u>
Cover Page	1	Basic	<u>NA</u>
Summary of Changes	1-2	Basic	<u>NA</u>
Distribution	2	Basic	<u>NA</u>
Status Page	3	Basic	<u>NA</u>
Table of Contents	i-v	Basic	<u>NA</u>
Chapters 1-7	1-198	Basic	<u>NA</u>
Attachments 1-1 through 11-2	NA	Basic	<u>NA</u>

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Chapter 1

ADMINISTRATION

1.1. Wright-Patterson AFB Aero Club Mission. The Wright-Patterson AFB Aero Club provides an opportunity for assigned Air Force Members, Air Force Civilians, their dependents, retirees, and other qualified individuals to experience aviation first hand as pilots and passengers in a safe and relatively economical environment. This enriches the rated officer corps' appreciation of the primary component of the Air Force's Global Reach and Force Projection, the manned aircraft. As importantly, non-rated personnel and dependents are afforded, through participation, an understanding of flight and the aeronautical medium, and a sense of pride and appreciation of how every member of the Air Force family, rated or not, supports the Air Force Mission. Retirees, especially rated, have an economical opportunity to remain close to the Air Force flying mission. The Aero Club also affords its members recreational and social opportunities, alternate business transportation, opportunities to develop and maintain aeronautical skills, and training in pursuit of professional pilot careers, both military and civilian. Finally, the Aero Club is available to support contingency operations such as those arising in National emergencies, survival, recovery, and post-attack reconstitution, and in support of search and rescue activities and organizations, such as the Civil Air Patrol.

1.2. Wright-Patterson AFB Aero Club Organization. The Wright-Patterson AFB (WPAFB) Aero Club functions as a part of the overall Wright-Patterson AFB Services program. The Aero Club is established as a membership organization, self-sustaining with no appropriated funds or equipment authorized. The Aero Club must maintain fiscal solvency through the collection of initiation fees, dues, aircraft rental, ground and flight instruction fees, and retail sales. The club is operated in accordance with (IAW) federal law without discrimination with regard to age, race, religion, gender, or national origin, provided the individual is otherwise eligible for membership.

1.2.1 The Aero Club offers FAR Part 61 and 141 training programs for the following pilot certificates and ratings:

- (a) Private Pilot Certification -- Single-engine Land Airplane.
- (b) Instrument Rating -- Single-engine Land Airplane.
- (c) Instrument Rating -- Multi-engine Land Airplane.
- (d) Commercial Pilot Certification -- Single-engine Land Airplane.
- (e) Commercial Pilot Certification -- Multi-engine Land Airplane.
- (f) Flight Instructor Certification -- Single-engine Land Airplane.
- (g) Flight Instructor Certification -- Instrument Airplane.
- (h) Flight Instructor Certification -- Multi-engine Land Airplane.
- (i) Multi-engine Land Airplane Additional Class Rating.
- (j) Airline Transport Pilot Certification -- Multi-engine Land Airplane.
- (k) Airline Transport Pilot Certification -- Single-engine Land Airplane.
- (l) Single-engine Land Airplane Additional Class Rating.
- (m) Removal of centerline thrust restriction from Multi-engine Land Airplane Rating.

1.2.1.1. The Aero Club provides ground instruction for all training programs. Group classroom instruction is provided on recurring basis when group size makes it economically viable for the Private Pilot Certification and the Instrument Rating Courses. Ground instruction for all courses is available through prior coordination in a one-on-one basis with instructors.

1.3. Membership Application, Resignation, Disciplinary Action/Retraining, and Suspension/Expulsion Procedures.

1.3.1. **Eligibility.** Membership in the WPAFB Aero Club is open to the following personnel IAW AFI 34-262, *Services Programs and Use Eligibility*:

- (a) US Armed Forces active duty and dependents.
- (b) US Reserve Component members (Ready Reserve, National Guard, Scholarship/Contract Reserve Officers Training Corps (ROTC) cadets, Delayed Entry Personnel (DEP)), and dependents.
- (c) US Military Service Academy cadets.
- (d) Members of the Civil Air Patrol (CAP).
- (e) US Coast Guard members and Commissioned Corps of the National Oceanic and Atmospheric Administration on active duty.
- (f) US Armed Forces retired, Retired Reserve members, and dependents.
- (g) Honorably discharged veterans with 100% Service-connected disability.
- (h) Medal of Honor recipients.
- (i) Unremarried surviving spouses of personnel who died while on active duty or while in retired status.
- (j) Unremarried former spouses who were married to military members for at least 20 years while the military member was on active duty to the Armed Forces.
- (k) Orphans of military members, when not adopted by new parents, and under 21 years old (can be up to 23 years old if they are in full-time study).
- (l) Medical personnel under contract to US Air Force during the period they are residing on Wright-Patterson AFB.
- (m) Military personnel of foreign nations stationed at Wright-Patterson AFB and dependents.
- (n) DoD civilians (Appropriated Fund (APF) and NAF), retired civilians, and dependents.
- (o) Independent contractors to the WPAFB Aero Club.
- (p) Employees of DoD contractors with support contracts to Wright-Patterson AFB, providing a written certification of the employee's status and the company's contract is provided, including contract termination or period of performance end date.
- (q) Former Prisoners of War (POW) and spouses of POWs or Service members missing in action (MIA).
- (r) Other US Federal employees/retirees living within 50 miles of Wright-Patterson AFB, to include employees of the FAA, VA, and US Customs Service, as approved by the WPAFB Aero Club Manager and certified annually by the installation commander or his/her designated representative.
- (s) Veterans not qualifying in any of the above categories may become members for only the period of enrollment in a VA recognized flight training program provided by the WPAFB Aero Club. No other local VA approved training program offering the same course of instruction may be available, as determined by the Aero Club Manager. Once training is completed, eligibility is terminated.

1.3.2. **Application for Membership.** Application for membership shall be made on AF Form 1710, *Membership Application*, to the Aero Club Manager. The application may only be accepted if each applicable section/question has been filled out/answered. The WPAFB Aero Club initiation fee may be waived if the applicant submits a Letter of Good Standing from the WPAFB Aero Club or another US Armed Forces Aero Club. The Letter of Good Standing must be submitted with the application, or the initiation/research fee shall be collected; there shall be no exceptions (see also paragraph 1.5.1.1). Each application shall be checked against the Delinquency Resignation list (see paragraph 1.3.3.2). An AF Form 1585, *Covenant Not to Sue and Indemnity Agreement*, must also be signed by each prospective member (and legal guardian if the individual is under 21 years old) and submitted with the application. The AF Form 1585 shall be certified by one of the following WPAFB Aero Club officials:

Manager, Operations Supervisor, Supervisor of Flying, Maintenance Supervisor, or Bookkeeper. If the applicant holds a current and valid pilot certificate and/or medical certificate, a complete copy shall be made of each certificate. The prospective member's basis of eligibility (See Attachment 1-1) shall be submitted for verification and a copy of that document shall be made and attached to the application. **No application shall be accepted without meeting the above requirements.** Upon approval of a properly completed application by the WPAFB Aero Club Manager, the applicant is entitled to all privileges and benefits afforded membership, as well as assuming all responsibilities pertaining to membership, including being knowledgeable of and complying with these SOPs.

1.3.2.1. If a prospective member joins on or before the 15th day of the month, he/she shall be assessed that month's membership dues in full. If a prospective member joins on or after the 16th day of the month, he/she shall not be assessed dues for that month.

1.3.2.2. A one-time introductory membership is available to otherwise eligible individuals who have never held a pilot's certificate nor have been a member of a military aero club. The introductory membership permits the individual to fly up to two (2) flights with an instructor, at which time the introductory membership terminates, and the member must either apply for a regular membership under paragraph 1.3.2, paying the initiation fee, or is resigned from the Aero Club. During an introductory membership, the member has to pay neither the initiation fee nor monthly dues.

1.3.2.3. Members of good standing from other DoD aero clubs, upon verification, shall be given reciprocal membership privileges at the WPAFB Aero Club, without the requirement for the initiation fee or monthly dues, provided that member is paying monthly dues at his/her home aero club. Each member seeking reciprocal membership privileges at the WPAFB Aero Club shall complete an AF Form 1585 and an AF Form 1710, which shall be kept on file during his/her time at the WPAFB Aero Club.

1.3.2.4. A prospective member may enroll in, attend, and complete the WPAFB Aero Club FAA Approved Flight School's Private Pilot Ground School class without becoming a member of the Aero Club. However, no individual may attend Private Pilot Ground School under these circumstances unless he/she is eligible for WPAFB Aero Club membership under paragraph 1.3.1.

1.3.3. **Resignation.** Resignation must be submitted **in writing** on the form designated by the WPAFB Aero Club Manager. Resignation becomes effective on the date the form is received at the Aero Club or the date specified on the form, whichever is later. The Manager or Bookkeeper shall issue the resigning member a Letter of Good Standing, if requested, upon verification of full payment of the member's account. If the member's account is not paid in full, no Letter of Good Standing shall be issued. Upon his/her request at the time of resignation, a member who resigns in good standing shall be provided a copy of his/her membership folder and/or copies of training records.

1.3.3.1. If a member's resignation is effective on or before the 15th day of the month, he/she shall not be charged membership dues for that month. If a member's resignation is effective on or after the 16th of the month, he/she shall be charged for that month's dues in full.

1.3.3.2. A member whose account is three months in arrears may be unilaterally resigned from the WPAFB Aero Club. If resigned, that member shall not be issued a Letter of Good Standing, and shall not be readmitted to the Aero Club without paying the outstanding account balance in full. The Bookkeeper shall keep a written listing of members resigned for delinquent accounts and the amount. Members with delinquent accounts who believe special circumstances are involved should discuss the situation with the Manager prior to unilateral resignation to see if a mutually acceptable schedule of repayment can be agreed upon. This may also involve curtailment of some Aero Club privileges.

1.3.3.3. A member who has lost his/her basis of eligibility shall be terminated from membership by the Manager. That resigned member shall be issued a Letter of Good standing upon verification of full payment of his/her account.

1.3.4. **Disciplinary Action/Retraining.** The WPAFB Manager shall deny flying privileges to any pilot involved in an accident, incident, unusual occurrence, or in actions which may be perceived as a violation of established regulations, directives, or procedures, until a reasonable determination of the facts can be made and the pilot's Aero Club privileges are reinstated by the installation commander or his/her designated representative. If the Manager is able to determine that for other than an accident, a USAF classified mishap, or a willful violation, minor corrective action is warranted, he/she does not need to invoke the subparagraphs under this paragraph. If the member concerned is training at the WPAFB Aero Club Flight School under FAR Part 61 or 141 for an airman certificate or rating, the Chief Flight Instructor shall be consulted for his/her recommendation. As the Chief Flight Instructor chairs the Standardization Board, the requirement for his/her input may be considered satisfied under the actions of subparagraph 1.3.4.1 below.

1.3.4.1. The WPAFB Aero Club Safety Officer shall investigate the event to determine if the pilot knowingly violated established regulations/procedures, and/or whether the pilot should receive additional training. If the Safety Officer does not possess a Certificated Flight Instructor (CFI) certificate with the appropriate category, class, and type of operations rating pertinent to the event, an Aero Club CFI with such qualifications shall be assigned to provide such expertise to the investigation under the Safety Officer's direction. This shall be the Aero Club Operations Officer if he/she possesses a CFI certificate. The Safety Officer shall present his/her findings to the Standardization Board at a special meeting.

1.3.4.2. If the installation commander or his/her designated representative determines the pilot(s) knowingly violated FARs, Air Force Instruction (AFI) 34-217, Air Force Manual (AFMAN) 34-232, National Transportation Safety Board (NTSB) statutes, or SOPs, the pilot shall be removed from the club without being issued a Letter of Good Standing. The pilot will not be eligible to reapply for membership to any USAF Aero Club for a period of one year. Willful violations of FARs will be reported to the Flight Standards District Office (FSDO). If appropriate, FAA enforcement action may be taken against the pilot(s).

1.3.5. **Suspension/Expulsion.** In addition to the procedures of the preceding paragraph, an Aero Club member may for cause, at the discretion of the Manager, be given suspension or expulsion from the WPAFB Aero Club for unsafe operations practices, an unsafe attitude, or grossly unacceptable conduct. If the member concerned is training at the WPAFB Aero Club Flight School under FAR Part 61 or 141 for an airman certificate or rating, the Chief Flight Instructor shall be consulted for his/her recommendation. No member who has been given suspension shall be issued a Letter of Good Standing in the event of resigning during the period of suspension. No member under suspension shall be charged monthly dues during the period of suspension. No member who has been given expulsion shall be issued a Letter of Good Standing.

1.3.5.1. It is each Aero Club member's responsibility to immediately report violations listed in paragraphs 1.3.4. and 1.3.5. and unsafe operating practices to the Manager, Chief Instructor, Operations Supervisor, or SOF when observed. Any WPAFB Aero Club Instructor, SOF, or Operations Supervisor has the authority and obligation to interrupt and correct unsafe practices or terminate operations which are a violation or unsafe, whether or not that aero club pilot is local or transient.

1.3.5.2. If a member is found to have made intentionally misleading, erroneous, or incomplete statements on AF Form 1710, *Membership Application*, in the Pilot Certification Information or Basis of Eligibility Sections, that member shall be removed from the WPAFB Aero Club without being issued a letter of good standing, and shall be ineligible for membership for a minimum period of one year.

1.4. Membership Folders. The Membership Folder contains all information and documentation required by AFMAN 34-232 to be kept on each aero club member. In general, this includes all information and documentation except: That kept in formal training course Training Folders; FAA records other than a copy of the member's Airman's/Instructor's Certificate and Medical Certificate; VA records other than those used as sole basis for membership; and that information required to be kept solely on the PIF Card.

1.4.1. Each member and his/her Aero Club Instructor are solely responsible for the content and currency of that member's folder. WPAFB Aero Club officials are responsible for ensuring collection of this information and documentation as directed in these SOPs, and further, shall deny flying privileges in cases where lack of required information and/or documentation requires such action IAW these SOPs and AFMAN 34-232. Each member and his/her Aero Club Instructor are responsible for providing this information and documentation in a timely manner.

1.4.1.1. Each member shall update basis of eligibility, address, telephone, and emergency notification data in his/her Membership Folder, and the data on his/her Aero Club locator card immediately whenever a change occurs.

1.5. Membership Financial Procedures. The WPAFB Aero Club must operate on a self-supporting basis. The Manager is responsible for maintaining the Aero Club's fiscal solvency.

1.5.1. Initiation fees, membership dues, aircraft rental fees, simulator/flight training device (FTD)/personal computer aircraft training device (PCATD) rental fees, ground school fees, instructor fees, contract instructor and SOF pay rates, petroleum-oil-lubricant (POL) fees, retail supply pricing, and other financial assessments as may be necessary in the operation of the Aero Club are determined by the Manager. Fees for aircraft rental, simulator/FTD/PCATD, instruction, POL, and retail store stock items will be displayed or made available to members for viewing upon request.

1.5.1.1. A initiation fee will be charged each new regular member upon submission of the Membership Application, AF Form 1710. If the applicant is denied membership, the initiation fee shall be returned. The initiation fee will be waived if the new member produces at the time of application a valid Letter of Good Standing from the WPAFB Aero Club or another military aero club.. If any outstanding account balance exists from previous membership, paragraph 1.3.3.2 shall apply. The Manager may also reduce or waive the initiation fee, at his discretion, for purposes such as membership drives.

1.5.1.2. Monthly dues are payable by each regular member under one of two options: The preferred method of payment is automatic monthly billing to an Aero Club acceptable (MasterCard or VISA) credit card designated by the member on the appropriate form. A member desiring to change the credit card used for monthly dues must reaccomplish the form authorizing the use of the new credit card, and terminating use of the previous credit card. The alternate method of payment is by check or cash. If this method is used, dues are payable in advance for the annual periods of 1 January through 31 December each year. If membership becomes effective in a month other than January, the first period's dues will be assessed IAW paragraph 1.3.2.2 for the months during the annual period during which membership is effective. For example, a member paying dues by cash joins the Aero Club effective 22 August. He/she must pay dues on 22 August for the period September through December (four months). A member in arrears on dues may be denied flying privileges until his/her account is brought up to date.

1.5.1.3. The fees for all formal ground schools and similar activities such as refresher and Pinch Hitter™ courses shall be paid in full prior to the first class session. The instructor will be furnished a list of paid attendees by bookkeeping, and will deny access to anyone who has not paid.

1.5.1.4. The fees for all rentals, instruction, and retail store purchases will be paid at the point of sale. Exceptions are:

(a) Headset rentals and chart purchases totaling less than \$10 may be paid upon completion of the flight for which they were obtained only if these items, the member's name, and date are recorded in ink on the flight ticket by the SOF prior to the flight.

(b) Members returning from flights after the Aero Club is closed shall return the **following day** to make payment. An account not paid within the following day time frame shall be considered delinquent and in arrears. Scheduling (including prior scheduled flights) and flying privileges shall be suspended for any member who does not pay for his/her flight within this one day time frame.

1.5.1.5. The member is responsible for properly and completely filling out the flight ticket for flights and/or instruction. The member shall enter his/her WPAFB Aero Club membership number. Unless inoperative, the flight billing computer terminal shall be used to print the fees on the flight ticket. The Airplane Hobbs meter shall be used to determine the rental fee. Members are responsible for verifying the beginning Hobbs time before power-on operation. If any portion of the next tenth of an hour is in view upon power-off at the end of the flight, the ending Hobbs meter recording shall include that tenth. On instructional flights, the instructor is responsible for insuring the member has properly accounted for the instructional activity on the flight ticket before the bill is paid.

1.5.1.6. Payment may be made by MasterCard, VISA, personal check, or cash. Personal checks must have the following information annotated: Civilian or military, grade or rank, SSAN, duty phone and home address. This is not mandatory for WPAFB Aero Club members as this information is present in Aero Club files on each member. However, this is mandatory for any check from non-members. Cash may be used for payment only when the cash register is open for taking cash, usually during normal duty hours.

1.5.2. USAF aero club aircraft are authorized for temporary duty (TDY) travel under the *Joint Travel Regulation (JTR)* Volume I and AFI 24-101, *Passenger Travel*. Members using WPAFB Aero Club aircraft for such travel are entitled to receive a travel receipt which may be filed with the member's Travel Voucher to claim the expenses, provided the member has paid his/her Aero Club bill for the flight(s) and associated expenses, and has provided the Aero Club a copy of all receipts for all expenses claimed. The WPAFB Aero Club Bookkeeper, upon receipt of all required payments and documentation, shall issue a signed travel receipt in the member's name, stating the rental cost of the aircraft minus the credit given for fuel, oil, and maintenance purchased while TDY and minus the credit given for Federal Excise Taxes, plus the cost of fuel purchased while TDY, plus the cost of charts and flight publications required for the flight(s) purchased at the WPAFB Aero Club.

1.6. Aero Club Insurance Program. The WPAFB Aero Club shall provide insurance coverage for hull, liability, club assets, contractors, employees, and patrons IAW AFI 34-208, *Property and Casualty Program*.

1.6.1. The Aero Club (hull and liability) insurance program is associated only with aircraft operated by military aero clubs. The WPAFB Aero Club insurance coverage is as follows:

1.6.1.1. The public liability program, which is a self-insured program, covers the Aero Club and its employees, members, contract instructors, and authorized patrons and users against claims or suits which result from personal injury, death, or property damage to third parties. This program covers the public liability risk on all club-operated aircraft.

1.6.1.2. The hull insurance program covers club-owned aircraft and aircraft under exclusive-use lease agreements, as well as the engines of such aircraft. A person may be held liable for damage or loss to an aircraft or for damage to property or personal injuries to others under the provisions of AFI 34-202, *Protection of Assets*, and AFI 34-402, *Protecting Nonappropriated Fund Assets*. Liability may be based on simple negligence (maximum liability of \$250), or gross negligence/willful misconduct (liability is for full amount of Nonappropriated Funds loss). Examples of negligence may include inadequate flight planning; deviation from FARs, Air Force regulations, or these SOPs without sufficient cause; improperly servicing an aircraft; performing unauthorized maintenance; setting an object on a painted aircraft surface so as to damage the finish; striking an object during taxiing/towing an aircraft; damaging a tire because of improper braking procedures.

1.6.2. Personal property left at the Aero Club may not be considered in the care of and custody of the Aero Club and, in any event, is not covered by the AFSVA insurance program.

1.7. Quorums and Meetings.

1.7.1. A quorum for meetings shall consist of 10 percent of the WPAFB Aero Club membership as of the meeting date. The Bookkeeper keeps the current membership roster.

1.7.2. **Safety Meeting.** The monthly WPAFB Aero Club Safety Meeting is normally held on the fourth Monday of each month at 1830, unless announced otherwise. The date, time, and location of the next Safety Meeting is posted in the Aero Club. The Aero Club Safety Officer is responsible for the conduct of the Safety Meeting, in coordination with Aero Club management. The Aero Club membership and instructor corps are highly encouraged to actively participate in the Safety Meeting as presenters. Written attendance shall be taken; members are responsible for signing the attendance roster to indicate presence.

1.7.2.1. Any member who misses a safety meeting is non-current for flight in aero club aircraft by Air Force regulation and is denied all aero club pilot flying privileges until he/she views the Safety Meeting video tape, effective the beginning of the next day after the posting of the video. A member who has missed one or two Safety Meetings and viewed the video tape must present himself/herself to the SOF, an Operations Supervisor, the Safety Officer, or the Manager to have his/her PIF Card annotated. Any active member who misses three or more consecutive Safety Meetings without a valid reason is denied all aero club pilot flying privileges until he/she is counseled by the Manager, obtains the Manager's initials on his/her PIF Card, and views the video tape for each Safety Meeting missed.

1.7.2.2. An active member who resides over 75 statute miles from WPAFB may, view the Safety Meeting video tape in lieu of Safety Meeting attendance. Such a member is denied all aero club pilot flying privileges until the video tape for all meetings for which the member was not in attendance have been reviewed.

1.7.2.3. A member who misses a Safety Meeting while cross-country is exempt from the Safety Meeting currency requirement until the time of his/her return to WPAFB. A member who is cross-country, TDY, or traveling, and attends a safety meeting at another military aero club will receive credit for that month's WPAFB Aero Club Safety Meeting, provided he/she presents written attendance verification from the other aero club to an Operations Supervisor or the Manager.

1.7.2.4. An inactive member shall either attend a Safety Meeting or view the video tape from the most recent Safety Meeting prior to his/her first flight as an Aero Club pilot after having been in inactive status.

1.7.2.5. The WPAFB Aero Club has installation commander written authorization, dated 17 Nov 97, to use video tape to satisfy the foregoing Safety Meeting attendance requirements. Safety Meeting video tapes shall be kept for a minimum of one year

1.7.2.6. The Safety Meeting video tape shall be posted NLT one workday after the day of the Safety Meeting..

1.7.2.7. Documentation of attendance and/or make up of a Safety Meeting will be accomplished and initialed by the Manager, the Safety Officer, an Operations Supervisor, or a SOF, as applicable, on the member's PIF Card. General membership shall not self-certify Safety Meeting attendance on the PIF Card.

1.8. Aircraft Scheduling Procedures.

1.8.1. **Scheduling Procedures.** All flights of WPAFB Aero Club aircraft must be scheduled on the **FLIGHTSCHEDULEPRO.COM** web site before take-off. Each member is responsible to register at this web site. There is not charge to the member for this service. **Scheduling will be done on a first come, first served basis and the schedule must be strictly adhered to.** Therefore, if a late takeoff is made, the flight must be cut short and a landing made at the regular scheduled time in order to service the aircraft and to permit the following flight to take-off on time. If the person scheduled has not shown up or notified the club of his/her late arrival, the plane will be released 15 minutes after the originally scheduled time. All releases will be done and approved by the SOF. The member who failed to show may be assessed a fee calculated at the aircraft dry rate for one hour for a local flight and two hours for a cross-country flight. The dry rate is calculated by subtracting the dollar amount of the 75-percent

fuel burn for the given time at the WPAFB Aero Club fuel reimbursement rate from the wet rate for the particular airplane.

1.8.1.1. To insure maximum utilization of the aircraft, members may be moved between like aircraft by the SOF or operations to accommodate as many people as possible. Price and equipment will be taken into consideration when moving members to other aircraft. The SOF will attempt to notify members by phone or email, of changes that result in a change of rental rate or equipment.

1.8.2. **Cross-country Scheduling Procedures.** A pilot planning a cross-country flight (outside of the club local flying area) shall present a completed *Cross-Country Request Form* prior to the proposed flight. This request will include an Expected Return Time(ERT).

(a) No *Cross-country Request* is required for a student pilot flying an approved WPAFB Aero Club Flight School training route. A solo student pilot must present proper instructor endorsements of his/her student pilot certificate and log book to the SOF, as well as the documentation required in Chapter 4.

(b) A request for a cross-country in support of short notice official travel (temporary duty (TDY)) may be submitted up to the day prior to the proposed flight

(c) A request for a cross-country which will not remain overnight (RON) may be submitted the day of the scheduled flight.

1.8.2.1. For RON stops, give a telephone number through which the pilot can be reached in the event of emergency or urgent action item on the aircraft.

1.8.2.2. Any request for a cross-country of more than 15 days, outside the conterminous United States, or penetrating an ADIZ may only be approved by the Manager. Any cross-country request not meeting the standard minimum average daily charge requirement of paragraph 1.8.10 may only be approved by the Manager.

1.8.2.3. The Supervisor of Flying may approve cross-country requests.

1.8.2.4. The completed *Cross-Country Request* will be placed in the front section of the Cross-Country Request box. The approved/disapproved request will be placed in the box filed alphabetically by the requesting pilot's last name. Approval officials shall not approve cross-country requests which are not submitted IAW these SOPs, including meeting the standard minimum average daily charge requirement of paragraph 1.8.10, and a review of pilot qualification and currency, including mountain flying training if the flight is to overfly designated mountainous terrain.

1.8.3. **Scheduling Limitations.**

1.8.3.1. Flights shall not be scheduled more than 90 days in advance.

1.8.3.2. Duplicate scheduling (two or more aircraft during the same time period) is not permitted.

1.8.3.3. Members may not schedule flights for which they are not currently qualified, unless that flight's purpose is to pursue qualification, or an appropriately certificated instructor is also scheduled for the flight. The instructor is not scheduled unless he/she has been contacted and agrees to the flight and his/her name is written on the schedule in the instructor section.

1.8.3.4. Each student pilot or other pilot receiving flight instruction shall coordinate all scheduling with his/her flight instructor. The instructor's approval must be obtained for all student pilot solo flights and solo flights by pilots not certificated in category and class. The approval form for such local area solo flights shall be kept in the student's PIF card, between AF Forms 653 and 654, or in the student's training folder in the case of an electronic dispatch system. Instructors may bill no-show pilots and student pilots for flight and/or ground instruction for a one hour period for each two hours scheduled for each occurrence at the rate for the applicable level of instruction. Pilots who contact the instructor to cancel at least two hours in advance or cancel due to illness or

emergency prior to the scheduled time are not considered no-shows. Pilots who mutually agree with the instructor to cancel due to weather are also not considered no-shows. Aero club flying privileges shall be denied any member so charged until the fee is paid.

1.8.3.5. Students may not schedule overnight solo cross-country flights.

1.8.3.6. Students may not schedule solo cross-country flights for consecutive days on weekends or holidays.

1.8.4. **Cancellations.** A member who fails to show, inform the SOF of a delayed takeoff time, or cancel a scheduled flight will be charged a dry rate IAW paragraph 1.8.1 for either local or cross-country flights unless:

- (a) The flight is canceled or delayed more than two hours before the original scheduled takeoff or,
- (b) The flight is scheduled at or before 0800 local time, in which case the flight must be canceled or delayed NLT 0815 local, or
- (c) A cancellation or delay is due to weather or illness. If the cancellation or delay is due to weather or illness, the member should contact the Aero Club NLT the scheduled takeoff time to inform the SOF of the cancellation or delay.

Aero Club flying and scheduling privileges shall be denied any member so charged until the fee is paid.

1.8.5. **Inability to Return as Scheduled.** The pilot shall notify the Aero Club Manager, an Operations Supervisor, the SOF, or WPAFB Base Operations by telephone, facsimile, or telegram immediately upon knowing that the aircraft cannot be returned as scheduled and will request an extension. The cost of this notification will be borne by the pilot. Telephone numbers for WPAFB is listed in each airplane's In-flight Guide (Red Book), and may be used for such notification.

1.8.6. **Instructor Scheduling.** The member desiring instruction will reach an agreement with his/her instructor as to time of dual instruction. A flight instructor may schedule club aircraft on behalf of pilots with whom he/she intends to fly.

1.8.7. **Returning Early.** A club pilot returning from a cross-country earlier than scheduled will release the remaining portion of his/her schedule from *flightschedulepro.com*.

1.8.8. **Credit for Incurred Expenses.** All landing fees, tie-down, and/or storage fees incurred on cross-country trips shall be paid by the responsible member and are not reimbursable except as follows:

- (a) If a pilot decides to hangar the aircraft because of impending high winds, hail, and/or other threats of natural origin, he/she will be reimbursed the difference between the hangar cost and the normal cost for tie-down.
- (b) Any tie-down, hangar, or storage cost incurred by the pilot due to mechanical grounding of aircraft will be reimbursable.
- (c) Fuel and oil purchased while on cross-country is reimbursed at a rate set by the Aero Club. Any expense over and above this rate is borne by the member.

To receive credit for a reimbursable expense, the member must present documentation for the paid expense at payment of the flight bill.

1.8.9. **Extended Grounding of Aircraft Away from Home Base.**

1.8.9.1. Due to maintenance or weather. Should it become necessary while on a cross-country flight to obtain extensive and/or time consuming repairs, or if the weather causes extensive grounding, the pilot shall insure that the aircraft is properly secured and cared for. If the pilot and/or passengers must return before the weather

improves or before the aircraft can be restored to an airworthy condition, the pilot and/or the passengers must return at their own expense. If the pilot can not stay with the aircraft, the responsibility for its return, for transportation and/or fuel costs shall remain with the pilot, unless relief from such charges is granted by the Manager. Maintenance work which does not exceed \$100.00 may be approved by the pilot. Maintenance in excess of \$100.00 shall have the approval of the Manager prior to committing the Aero Club for the expense. AF Form 2209, *Nonappropriated Fund Order for Supplies or Services*, shall be used for billing up to \$500.00 if the maintenance activity will accept it. Maintenance claims will be justified to the Aero Club Manager for decision concerning the member's liability

1.8.9.2. **For Convenience of Pilots.** When a WPAFB Aero Club aircraft is left at an airport other than home station for the convenience of the pilot, the pilot shall be responsible for the return of the aircraft and storage charges resulting therefrom, and the minimum guaranteed flight time of paragraph 1.8.10 shall continue to apply until the aircraft is returned, unless relief from such charges is granted by the Manager. Any transportation and/or fuel costs incurred by the Club in returning a Club aircraft shall be paid by the pilot.

1.8.9.3. **Student Pilots.** While paragraph 1.8.9.2 applies to the extent the student pilot is responsible for returning an airworthy aircraft to home station, the Aero Club will bear any reasonable expenses incurred by a student pilot on a cross-country training flight, as indicated in paragraphs 1.8.8 and 1.8.9.1.

1.8.10. **Standard Minimum Charges.** All members will be assessed, at the aircraft dry rate, a minimum charge of 1.5 hours flying time per 24 hours for all overnight cross-country flights. This minimum charge shall not apply to the day of departure if the scheduled takeoff time is 1200 local or later, nor to the return day if the arrival is 1200 local or earlier. A minimum charge shall be assessed on schedules of one day or less only if the aircraft is scheduled or kept for the major portion of the day (more than six hours). This minimum charge will not be assessed for those days that the aircraft is grounded for weather or maintenance. This paragraph does not apply to a student conducting cross-country flight as required training for a pilot certificate or rating under FAR Part 61 or 91, providing RON is not taken for personal convenience; i.e., relief from the requirements of this paragraph for RON is acceptable only for crew rest, weather, maintenance, or similar operational reasons.

1.8.11. **Disputed Cases.** In any disputed case regarding responsibility for charges, return of aircraft, reimbursements and/or credits, etc, the member shall submit his/her claim in writing to the WPAFB Aero Club Manager within 15 days of the initial billing. The Manager may refer the claim to the Director of Services for his recommendation. The Manager will make a ruling within two weeks of the date of the written submission of the claim, unless extenuating circumstances preclude having the information necessary to make the ruling.

1.8.12. **Duty Status.** In the event of grounding of Air Force Aero Club aircraft for any reason, it will be the responsibility of the each individual member affected to contact the Aero Club Manager. It is the members responsibility to contact his/her commander or supervisor, giving the details of the incident and requesting that he/she be placed on leave for such period as may be necessary to effect his/her return to duty. Telephone, facsimile, or telegram charges will be borne by each member concerned.

1.9. Operating Hours.

1.9.1. The Wright-Patterson AFB Aero Club normal operating hours are as listed at Attachment 1-2.

1.9.2. The Manager or an Operations Supervisor may close the Aero Club at anytime after normal duty hours on normal WPAFB duty days, or at anytime on weekends/holidays, when weather does not permit profitable flying activity or all scheduled flying has been completed.

1.9.3. The Manager may change the WPAFB Aero Club operating hours temporarily or permanently by an entry in the PIF. If the change is permanent, it will be reflected in the next change to these SOPs.

1.10. Definitions and Conventions.

1.10.1. **Definitions.** The following words, as used in these SOPs, have the ascribed meaning:

- (a) “Shall” is used in the imperative sense; an action with which if not complied, would result in violation of regulation or procedures.
- (b) “Must” and “Will” are used to denote a mandatory action or condition.
- (c) “May” is used in the permissive sense; an action which is authorized or permitted, but not mandatory.
- (d) “May not” and “Shall not” are used in the prohibitive sense; an action which is not authorized or permitted.
- (e) “Including,” “Include,” or “Includes” means includes but is not necessarily limited to.
- (f) “Student” means a pilot who does not possess at least a Private Pilot Certificate, unless specified otherwise.
- (g) “Active member” means any member who has conducted any aero club flying activity in the previous six calendar months.
- (h) “Inactive member” means any member who has not conducted any aero club flying activity in the past six calendar months, as indicated on that member’s AF Form 653, *Flight Currency Record (Aero Club)*.
- (i) “Aero Club” means the Wright-Patterson AFB Aero Club.
- (j) “aero club” means any DoD aero club, not specifically the WPAFB Aero Club.
- (k) “Aero Club official” means the WPAFB Aero Club Manager or any other individual authorized by the manager or these SOPs to conduct activity IAW these SOPs. Aero Club NAF employees, the Chief Instructor, Operations Supervisors, SOFs, contracted instructors, and Advisory Committee members are considered Aero Club officials for the purposes authorized in these SOPs.
- (l) “Duty day” means 0800-1630 Monday through Friday. These hours are subject to change if the position is single person manned and that individual is on flextime.

1.10.2. Conventions.

1.13.2.1. All dates on all Aero Club documents of any type will be entered in military format. I.e., DD MMM YY. E.g., 29 Feb 00. The only exceptions are specific instructions directing another format on an official document, such as FAA Form 8710-1.

1.10.2.2. Any reference to a paragraph in these SOPs implies inclusion of all subparagraphs and attachments thereto.

1.11. Standard Operating Procedures.

1.11.1. Review and Revision.

1.11.1.1. The WPAFB Aero Club Manager will review the Standard Operating Procedures as needed, but at least biennially. The Manager will be assisted by the Chief Flight Instructor, Maintenance Supervisor, Operations Supervisors, Operations Officer, Maintenance Officer, Safety Officer, Plans Officer, Quality Control Officer, and the Bookkeeper. The review shall incorporate current WPAFB Aero Club policy and procedures, and insure compatibility with current USAF, MAJCOM, and FAA regulations, instructions, and directives. SOPs changed, revised, or reissued as a result of the biennial review shall be routed to the Services Division Director (2-letter office) for review. SOPs so changed shall go into effect on the date designated on the change unless specifically disapproved by the Services Division Director. A change to a procedure specifically requiring approval or waiver by AFMAN 34-232 at a higher level than the Aero Club Manager shall be approved or waived by that higher level authority or his/her delegated representative. If the review results in no changes, it shall be documented with a memorandum for record, kept both on official file at the WPAFB Aero Club and routed to the Services Division Director (2-letter office).

1.11.1.2. Due to the need for timely response in procedural change or modification often necessitated in the interest of flight safety or efficient and effective flight and/or business operations, the WPAFB Aero Club Manager has the authority to change Aero Club Standard Operating Procedures on an as-needed basis. However, a change to a procedure specifically requiring approval or waiver by AFMAN 34-232 at a higher level than the Aero Club Manager shall be approved or waived by that higher level authority or his/her delegated representative. Written record of that higher level approval or waiver shall be kept on file at the WPAFB Aero Club. SOPs will be updated on an as-needed basis for the following purposes: To define, amplify, or clarify operating procedures for all areas of Aero Club activity; to amplify or clarify the WPAFB Aero Club Mission Statement or Organization, or governing regulations; or to effect an immediate change in policy or procedure. Immediate changes to the SOPs shall be documented either by issuing an SOP change; by issuing a change memorandum for non-flight operations related items; or for flight operations related items, by publishing a PIF item for eventual incorporation into the permanent PIF. Such a change memorandum or permanent PIF item will be incorporated into the next SOP change. Each changed sentence/item shall be specifically identified and change pages shall be marked with the change number and date.

1.11.1.3. A complete rewrite of these SOPs shall be approved by the Services Division Director prior to becoming effective. The new basic effective date shall be reflected on each page of the SOP document.

1.11.2. **Distribution.** Each organization, activity, and individual listed below shall receive a copy of these Standard Operating Procedures and each formal change:

- (a) WPAFB Aero Club Official File (Master Copy).
- (b) WPAFB Aero Club Permanent Pilot Information File.
- (c) WPAFB Aero Club SOF Manual Volume II.
- (d) WPAFB Aero Club Manager.
- (e) WPAFB Aero Club Bookkeeper.
- (f) WPAFB Aero Club Maintenance Supervisor.
- (g) WPAFB Aero Club Chief Flight Instructor.
- (h) 88 MSG/SV (WPAFB Services Division Director).
- (i) 88 MSG/SVB (WPAFB Services Business Operations Flight Chief).
- (j) 88 OSS/OSA (WPAFB Airfield Management).
- (k) Installation Operations Representative.
- (l) Installation Maintenance Advisor.
- (m) Installation Safety Advisor.

Chapter 2

PILOT CURRENCY REQUIREMENTS

2.1. Pilot-in-Command Qualification. A pilot shall be at the Private Pilot Certification level or higher for the category and class of aircraft to be flown to accomplish initial or annual qualification as an Aero Club Pilot-in-Command (PIC). Student pilot solo qualification/currency is addressed in Chapter 4.

2.1.1. No member of the WPAFB Aero Club may act as pilot in command of a WPAFB Aero Club aircraft until the following requirements have been met:

- (a) That person must be a member in good standing of the WPAFB Aero Club or another military aero club.
- (b) That person must possess a valid FAA airman certificate and a current FAA medical certificate.
- (c) That person must have executed and have on file a current AF Form 1585, *Covenant Not To Sue and Indemnity Agreement*. This requirement does not apply to FAA Inspectors performing official flight examinations.
- (d) That person must read the Pilot Information File and certify completion of the review on AF Form 654.
- (e) That person must have complied with the Safety Meeting attendance requirements of paragraph 1.7.2.
- (f) That person must have passed the written examination(s) required in Attachment 2-1 pertaining to the specific PIC privileges sought, to include certification by the Aero Club Instructor on AF Form 654.
- (g) That person must have satisfactorily completed the flight check(s) required in this chapter and Attachment 2-1 pertaining to the specific PIC privileges sought, to include completion of AF Form 1584, *Pilot Checkout* (USAF Aero Club Standardization Record), and certification by the Aero Club Instructor on the AF Form 654.
- (h) That person must complete all requirements in Attachment 2-1 pertaining to the PIC privileges sought.
- (i) That person must meet the currency requirements of this chapter. To obtain or regain any Aero Club currency, that person must receive the endorsement of an Aero Club Instructor in his/her personal logbook; required flight shall be conducted in an Aero Club aircraft by an Aero Club Flight Instructor.
- (j) That person must meet all requirements of the FARs and AFMAN 34-232 pertaining to the PIC privileges sought.

2.1.2 **Initial/Annual Standardization Check.** A member may not act as PIC unless, within the previous 12 calendar months, he/she has satisfactorily completed an Initial or Annual Standardization Check. An Annual Standardization Check shall be accomplished in the most complex airplane in which the member is qualified. An Initial Standardization Check will also require an Initial Individual Make and Model Checkout, which may be accomplished on the same flight check. The check shall be given by a qualified Aero Club Flight Instructor IAW the current *USAF Aero Club Instructor Standardization Guide* and paragraph 2.1.1.

2.1.3. Individual Aircraft Make and Model Checkout/Recurrency.

2.1.3.1. Minimum eligibility requirements for PIC checkout in individual make and model are given at Attachment 2-2. The check shall be given by an Aero Club Instructor IAW the current *USAF Aero Club Instructor Standardization Guide* and paragraph 2.1.1

2.1.3.2. To act as PIC, pilots with less than 200 hours, shall have accomplished three takeoffs and landings in the preceding 60 days in each make and model they wish to fly.

2.1.3.3. To act as PIC, Pilots with 200 hours or more, shall have accomplished three takeoffs and landings in the preceding 90 days in each category and class they wish to fly.

2.1.3.4. A member who has not accomplished currency requirements in individual make and model in the previous 6 calendar months shall accomplish a recurrency check with a qualified Aero Club Instructor. The Aero Club Instructor shall check the Recurrency block on AF Form 1584 and enter the words "Make and Model" in the space on the right side of the Recurrency block.

2.1.3.5. For members holding a Private Pilot Certificate or higher, the Piper Warrior and Archer are considered the same make and model for qualification purposes; however, a member desiring to qualify in both models must satisfactorily complete all questions pertaining to each aircraft on both written examinations

2.1.4. Night Checkout/Recurrency.

2.1.4.1. Minimum eligibility requirements for night checkout are a Private Pilot certificate or higher and 50 hours as PIC (beyond student pilot solo/PIC time) or a current instrument rating. The check shall be given by an Aero Club Instructor IAW the current *USAF Aero Club Instructor Standardization Guide* and paragraph 2.1.1.

2.1.4.2. A night qualified member with 200 hours or more total pilot time who has not met night category and class currency requirements in more than 90 days but less than 6 months shall, as a minimum, complete 3 takeoffs and landings to a full stop in that category and class with a qualified Aero Club Instructor. Additional requirements may be determined by the Instructor. Upon satisfactory completion, the Aero Club Instructor shall certify such, and make the appropriate entry IAW paragraph 2.4.1.2 on the member's AF Form 653, *Flight Currency (Aero Club)*.

2.1.4.3. A night qualified member with less than 200 hours total pilot time who has not met night currency requirements in individual make and model in more than 60 days but less than 6 months shall, as a minimum, complete 3 takeoffs and landings to a full stop with a qualified Aero Club Instructor. Additional requirements may be determined by the Instructor. Upon satisfactory completion, the Aero Club Instructor shall certify such and make the appropriate entry IAW paragraph 2.4.1.2 on the member's AF Form 653, *Flight Currency (Aero Club)*.

2.1.4.4. A previously night qualified member who has not met night currency requirements in category and class in the previous 6 calendar months shall accomplish a night checkout with a qualified Aero Club Instructor IAW the current *USAF Aero Club Instructor Standardization Guide* and paragraph 2.1.1. The Aero Club Instructor shall check the Recurrency block on AF Form 1584 and enter "Night" in the space on the right side of the Recurrency block.

2.1.5. Instrument Checkout/Recurrency.

2.1.5.1. A member possessing an FAA Airplane Instrument Rating or Airline Transport Pilot Certificate is eligible for an instrument checkout. A member may not act as PIC under Instrument Flight Rules (IFR) unless, within the previous 12 calendar months, he/she has satisfactorily completed an Initial or Annual Standardization Check. The check shall be given by a qualified Aero Club Instrument Instructor IAW the current *USAF Aero Club Instructor Standardization Guide* and paragraph 2.1.1.

2.1.5.2. A member who has satisfactorily completed an instrument checkout, but has not maintained currency, shall regain currency IAW FAR Part 61 prior to acting as PIC under IFR. If a safety pilot is used, that safety pilot shall be Aero Club qualified and current in the individual make and model of aircraft.

2.1.6. **Mountain Flying Checkout/Recurrency.** A member may not act as PIC in flight over designated mountainous terrain as defined in the Aeronautical Information Manual (AIM) unless, within the previous 12 calendar months, he/she has satisfactorily completed Initial or Recurrency Mountain Flying training.

2.1.6.1. As a minimum, the training shall address FARs pertaining to flight over mountainous terrain appropriate to ratings held; route selection; navigation; high density altitude aircraft performance and limitations with respect to climb, cruise, takeoff, landing and time of day; canyon flying techniques; ridge crossing techniques; emergency operations; weather phenomena such as turbulence, updrafts/downdrafts, mountain waves/rotors, mountain obscuration, valley fog; and Hazardous Area Reporting Service.

2.1.6.2. The training may be given as an integrated part of the cross-country procedures required on an Initial or Annual Standardization or Instrument Check, as a separate ground training lesson, or by viewing the Aero Club's Mountain Flying training video.

2.1.7. **Pilots Not Certificated in Category and Class.** A pilot certificated as at least a Private Pilot, but who is not certificated for the category and/or class, may be authorized by an appropriately qualified Aero Club Instructor to conduct solo flight in that category and/or class aircraft.

2.1.7.1. Solo authorizations under this paragraph shall only be made for a pilot training under FAR Part 61 or 141 to add that category and/or class to his/her airman certificate. Such solo authorizations shall be made only to provide for the solo flight experience required for the rating sought or to allow a pilot to fly to/from a location other than WPAFB for the purpose of taking the practical test for the addition of the aircraft category and/or class rating to his/her airman certificate.

2.1.7.2. The pilot must have completed the appropriate make and model checkout IAW Attachment 2-2, and meet FAR requirements for solo flight. Upon successful completion of the checkout, the Aero Club Instructor shall complete the solo authorization in the "Aircraft Checks" section of AF Form 654. The Aero Club Instructor shall also endorse the member's logbook as required by the FARs. Any limitations shall be placed on the AF Form 654 and in the pilot's logbook. AF Form 1584 shall be accomplished with the statement in the remarks section, "For solo flight only while training for category/class addition."

2.1.7.3. No pilot flying solo under this paragraph shall conduct solo flight unless, within the previous 30 days and 10 solo hours, that pilot has flown with an appropriately qualified Aero Club Instructor in the make and model aircraft for which solo privileges are being maintained.

2.1.8. **Members of Other DoD Aero Clubs.**

2.1.8.1. Upon written or voice verification of good standing as a member of another DoD aero club, that individual shall accomplish all requirements of paragraph 2.1.1 prior to acting as PIC of a WPAFB Aero Club aircraft. That individual shall meet all WPAFB Aero Club currency requirements and comply with these SOPs and AFMAN 34-232.

2.1.8.2. Upon written or voice verification of good standing as a member of another USAF aero club, current Annual Standardization Check, currency in individual make and model, current Annual Instrument Standardization Check and instrument currency (as applicable), night currency (as applicable), that individual shall accomplish a local area and procedures checkout with an Aero Club Instructor prior to acting as PIC of a WPAFB Aero Club aircraft. A PIF Card shall be initiated listing all applicable qualifications and currencies. That individual shall review the WPAFB Aero Club PIF and certify that review on the PIF Card. That individual shall meet all WPAFB Aero Club currency requirements and comply with these SOPs. IAW AFMAN 34-232, the HQ AFSVA/PAR Aero Club Program Manager/Director are authorized to act as PIC of any aero club aircraft in which they maintain currency without a local checkout.

2.1.9. **Failure to Meet Standards on Required Aero Club Checks and Checkouts.** *A member who has failed to meet the standards required by the USAF Aero Club Instructor Standardization Guide for a required flight check or flight checkout has failed the evaluation and may not exercise PIC privileges associated*

with that check or checkout until remedial training has been received and the check or checkout satisfactorily reaccomplished. Required written and oral knowledge examinations which have been satisfactorily completed as prerequisite to the failed flight evaluation need not be reaccomplished.

2.1.10. **Other.**

2.1.10.1. Any Aero Club member who desires to have an FAA Practical Test count as an Aero Club required flight check is responsible for making the FAA Inspector or Designated Examiner aware of this desire and providing the AF Form 1584 for the inspector or examiner to complete and sign. Without a completed, signed AF Form 1584 indicating qualification, no credit may be given for an Aero Club flight check.

2.1.10.2. Any Aero Club checkout or recurrency shall be logged in the pilot's logbook and endorsed by the Aero Club Instructor.

2.1.10.3. AF Form 1585, *Covenant Not to Sue and Indemnity Agreement*, expires on the one year anniversary date of its execution.

2.1.10.4. The Individual Make and Model Aircraft Emergency Procedures, Annual Standardization and /or Annual Instrument, written knowledge examinations expire at the of the 12th calendar month after the month in which the examination was taken.

2.1.10.5. Reactivation of an inactive member. An inactive member, by definition, is not qualified in any USAF aero club individual make and model aircraft. An inactive member has his/her PIF Card and Membership Folder separately filed in the inactive files. When an inactive member becomes active, his/her Aero Club Instructor will retrieve his/her PIF Card from the inactive file and update it or replace it IAW these SOPs. When an AF Form 1584 or written knowledge examinations are received on the member by management, his/her Membership Folder will be returned to the active file.

2.2. **Currencies.**

2.2.1. **Category and Class.** To maintain PIC qualification, a member shall have made 3 takeoffs and landings within the preceding 90 days in an aircraft of each category and class in which he/she desires to maintain currency.

2.2.2. **Individual Aircraft Make and Model.**

2.2.2.1. To maintain PIC qualification, a member with 200 hours or more total pilot time shall have made 3 takeoffs and landings within the preceding 6 calendar months in each individual make and model aircraft in which he/she desires to maintain qualification.

2.2.2.2. To maintain PIC qualification, a member with less than 200 hours total pilot time shall have made 3 takeoffs and landings within the preceding 60 days in each individual make and model aircraft in which he/she desires to maintain currency.

2.2.2.3. For members holding a Private Pilot Certificate or higher, the Piper Warrior and Archer are considered the same make and model for currency purposes.

2.2.3. **Night.**

2.2.3.1. To maintain night PIC qualification, a member with 200 hours or more total pilot time shall have made 3 takeoffs and landings to a full stop within the preceding 90 days in an aircraft of each category and class (and conventional landing gear, as applicable) in which he/she desires to maintain night currency.

2.2.3.2. To maintain night PIC qualification, a member with less than 200 hours total pilot time shall have made 3 takeoffs and landings to a full stop within the preceding 60 days in each individual make and model aircraft in which he/she desires to maintain night currency.

2.2.3.3. Night currency requirements shall be obtained during “night” as defined in FAR Part 61 for recent flight experience.

2.2.4. **Instrument.** To maintain PIC qualification under IFR/Instrument Meteorological Conditions (IMC), a member shall meet FAR Part 61 recent instrument flight experience requirements.

2.2.5. **Mountain Flying.** To maintain PIC qualification in flight over designated mountainous terrain as defined in the AIM, a member shall have received mountain flying training IAW paragraph 2.1.8 within the previous 12 calendar months.

2.2.6. **Other.** The use of other than aero club aircraft to maintain any Aero Club currency is permitted so long as the other aircraft is a similar make and model as the Aero Club aircraft that the member is check-out in.

2.3. Pilot Information File. The Pilot Information File (PIF) is used to disseminate pertinent operational flight and safety information to WPAFB Aero Club members. As a minimum, the following items shall be placed in the PIF:

- (a) Items affecting flight operations or safety.
- (b) Applicable local interest items.
- (c) Initial and final aero club mishap message reports, including HQ AFSVA/SVPAR or Air Force Safety Center (AFSC) reviews for the previous 12 months.
- (d) Information items directed by higher headquarters.
- (e) The latest WPAFB Aero Club Safety Meeting minutes when used in lieu of a video tape.
- (f) The latest WPAFB Aero Club Standboard Meeting minutes when used in lieu of a video tape.

2.3.1. The PIF is located in the Aero Club flight planning area, with a duplicate copy hanging on a clip board by the SOF area.

2.3.2. No member shall act as PIC or a required pilot flight crewmember in a WPAFB Aero Club aircraft unless he/she has completed and annotated a review of PIF Volumes I and II within the previous 12 calendar months. The initial review of PIF Volumes I and II shall be completed and annotated prior to accomplishment of the Initial Standardization Check.

2.3.3. No member shall act as PIC or required pilot flight crewmember in a WPAFB Aero Club aircraft unless he/she has read all applicable current PIF items. The member shall certify he/she has read and will comply with the PIF by dating and initialing the item number in the current PIF section of AF Form 654. The current PIF number will be posted in the operations area so it is visible to all pilots.

2.4. PIF Cards. AF Form 653, *Flight Currency Record (Aero Club)*, and AF Form 654, *PIF/Safety/Annual Currency Record (Aero Club)*, are used to document PIC qualifications and currencies in WPAFB Aero Club aircraft. These two forms, when taken collectively, are referred to herein as the “PIF Card.” When operational, electronic means may be used for the same function; all references herein to “PIF Card” implicitly include electronic versions, also referred to as “Electronic Dispatch.”

2.4.1. **AF Form 653.** The *Flight Currency Record* is used to track FAA and Aero Club currencies in a standardized format which enables the Clearing Authority to readily ascertain compliance with recent flight experience requirements.

2.4.2. **AF Form 654.** The *PIF/Safety/Annual Currency Record* is used to track FAA and Aero Club PIC qualifications in a standardized format which enables the Clearing Authority readily ascertain compliance with qualification requirements.

2.4.3. **Initiation/Maintenance.**

2.4.3.1. The Aero Club Instructor shall initiate the PIF Card for each member prior to the first checkout/training flight and complete it upon completion of the Initial Standardization Check. The Aero Club Instructor shall complete a new PIF Card for each member as necessary upon completion of each Annual Standardization Check. The latest Medical Expiration date, Open and Closed Book Written Knowledge Examinations, Aircraft Individual Make and Model Checks, Night Checkouts, Recurrency Checks, Aero Club Instructor Check, Mountain Flying Training, Flight Review, Instrument Proficiency Check, and last three Safety Meeting entries shall be brought forward to the new PIF Card with the original date and original instructor's name and initialed by the current instructor, so that the Clearing Authority can ascertain qualifications. The AF Form 653 and AF Form 654 shall be stapled together in the upper left hand corner, with the AF Form 653 on top and front sides up. The AF Form 654 front side is the side with the "Exams" and "Aircraft Checks" sections

2.4.3.2. The member is responsible for the maintenance of his/her PIF Card. The member shall log sufficient data to indicate all desired currencies; the PIF Card/Electronic Dispatch System shall be used to determine currency for all WPAFB Aero Club flying privileges. When initiating a new Flight Currency Record, sufficient Landings, Night Landings, Instrument Procedures, and other currency data, as applicable, shall be brought forward to the new card to indicate compliance with recent flight experience requirements. **PIF Cards shall remain in the Aero Club at all times.** A member shall not remove his/her PIF Card from the Active PIF Card File except to update the card or to present it to the Clearing Authority for flight authorization. A member shall not remove his/her PIF Card from the Non-current or Inactive PIF Card File

2.4.4. **Current/Non-current PIF Card Files.** The use of the term currency in this paragraph is more general in nature than the meaning used in paragraph 2.2. Currency as used herein, relates to any condition which must be met to maintain/regain Aero Club flying privileges. Current and non-current members will be appropriately indicated in the Electronic Dispatch System and status will be retrievable at the system terminal.

2.4.4.1. Current members' PIF Cards will be filed in the Current PIF Card box alphabetically by each member's last name.

2.4.4.2. Non-current members' PIF Cards will be filed alphabetically by each member's last name in the Non-current PIF Card.

Chapter 3

OPERATIONAL RESTRICTIONS, REQUIREMENTS, AND PROCEDURES

3.1. Restrictions and Requirements.

3.1.1 **Piloting Aero Club Aircraft.** The privilege of piloting Aero Club aircraft is extended as specified in AFMAN 34-232. Each Aero Club pilot shall keep and maintain a personal logbook. The pilot-in-command (PIC) will maintain currency and operate IAW the FARs, AFMAN 34-232, WPAFB Regulations, and these SOPs, and ensure all individuals onboard his/her Aero Club aircraft comply as well. The PIC is responsible for safe operation from the time he/she first arrives at the aircraft to be flown until the aircraft is properly serviced and secured at the termination of the flight. When required to cope with an emergency or ensure safety of flight, the PIC may deviate from these SOPs to the extent necessary. Any deviation shall be reported to the WPAFB Aero Club Manager, or to him/her through the SOF, as soon as possible, no later than upon landing.

3.1.2. **Qualification/Currency.** No member shall act as PIC or as any other required flight crewmember unless qualified and current IAW Chapter 2. Each pilot shall record all Aero Club required currencies in his/her personal logbook, and shall present it, his/her pilot certificate, and medical certificate to the Manager, Chief Flight Instructor, Operations Officer, Operations Supervisor, or SOF for examination upon request. A member who does not hold at least a Private Pilot certificate with appropriate category and class ratings must additionally comply with the requirements of Chapter 4.

3.1.3. **PIC Station.** The PIC shall occupy the left pilot's seat in side-by-side seated aircraft and the front seat in tandem seated aircraft unless:

- (a) Prohibited by the Approved Flight Manual or Pilot's Operating Handbook.
- (b) Weight and balance considerations dictate otherwise.
- (c) The pilot is an Aero Club Instructor conducting flight instruction or receiving/administering flight checks.
- (d) The pilot is a CFI flying under VFR in the local area.
- (e) The pilot is enrolled in a CFI training program under FAR Part 61 or 141 for a category and/or class for which that pilot does not hold a CFI certificate and he/she has been endorsed by an Aero Club Instructor for solo flight in either seat flying under VFR in the local area.

3.1.4. **Duty Day.**

3.1.4.1. Maximum Aero Club duty day is 12 hours for a single pilot and 16 hours for 2 qualified pilots in an aircraft with dual flight controls.

3.1.4.2. Flight duty day begins when the pilot reports to the aero club for the first flight, or to the duty location (place of employment) for the first duty (work) of the day, whichever occurs first. Flight duty day ends when the pilot completes engine shut down after the last flight for the day or leaves his/her duty location, whichever occurs last.

3.1.4.3. Minimum crew rest between duty days is 10 hours after 8 hours or less of duty time or 12 hours after more than 8 hours of duty time.

3.1.5. **Passengers.**

3.1.5.1. A properly executed and current AF Form 1585, *Covenant Not To Sue and Indemnity Agreement*, shall be accomplished for each passenger on an aero club aircraft. A parent or legal guardian shall execute the AF Form 1585 for a passenger under 21 years old. If the passenger is an emancipated minor, the

sponsoring Aero Club member shall execute the AF Form 1585. In addition to the parent, legal guardian, or sponsor, each individual under 21 years of age capable of signing his/her AF Form 1585 shall do so. No executed AF Form 1585 shall be carried onboard the aero club aircraft; each AF Form 1585 executed at any location other than Wright-Patterson AFB shall be faxed at the pilot's expense to the WPAFB Aero Club at the address listed in the aircraft In-flight Guide before that individual is carried as a passenger on an aero club aircraft. FAA Inspectors performing official flight examinations are not considered passengers and are exempt from the requirement to execute AF Form 1585 under such circumstances.

3.1.5.2. Each passenger shall occupy a seat with an individual seat belt. Each child under 4 years old or less than 40 pounds shall occupy a Department of Transportation approved infant/child seat properly restrained by an individual seat belt or seat belt/shoulder harness combination.

3.1.5.3. Simulated emergency procedures are not permitted on any passenger or orientation flight.

3.1.5.4. Passengers are not authorized on training flights except when approved by the Manager or Chief Instructor and an Aero Club Instructor is occupying one of the pilot positions. For purposes of paragraphs 3.1.5.3 and 3.1.5.4, students in WPAFB Aero Club Part 61 or 141 training for a pilot certificate or rating are not considered passengers, and may occupy a non-pilot seat when observation of flight training will contribute towards their training and a WPAFB Aero Club Instructor occupies one of the pilot positions.

3.1.5.5. Passengers are not authorized during qualification check flights.

3.1.6. **Weight and Balance.** Weight and balance shall be calculated, certified by the signature of the PIC, and submitted for each flight when more than ½ of the seats are occupied.

3.1.6.1. In any case, the SOF may require a weight and balance calculation anytime he/she deems it necessary.

3.1.7. **Takeoff Performance.** The pilot shall compute takeoff distances and speeds for each flight; check actual performance against computed data; and abort the takeoff if aircraft performance is inadequate.

3.1.8. **Flight Plans.** WPAFB Aero Club pilots and pilots flying WPAFB Aero Club aircraft shall file a flight plan for all flights.

3.1.8.1. Flight plans for flights originating at WPAFB and remaining in the WPAFB Aero Club local area shall be filed either on the *WPAFB Aero Club Flight Plan Log* or on a DD Form 175, *Military Flight Plan*. The *WPAFB Aero Club Flight Plan Log* may be used for VFR flights in the local area which will not have a delay for more than one hour at a local area airport. The DD Form 175 shall be used for IFR flights in the local area and VFR flights terminating at an airport in the local area. Any flight to an airport in the local area with a delay of more than one hour at that airport shall be filed on a DD Form 175 with that airport as the destination; a separate DD Form 175 or FAA Form 7233-1, *FAA Flight Plan*, shall be filed for the next flight leg.

3.1.8.2. Flight plans for flights originating at WPAFB and exiting the WPAFB Aero Club local area shall be filed on a DD Form 175.

3.1.8.3. Flight plans for flights originating at a military airfield shall be filed at the military base operations on a DD Form 175.

3.1.8.4. Flight plans for flights originating at a civilian airfield shall be filed with the appropriate Flight Service Station (FSS) utilizing FAA Form 7233-1, *FAA Flight Plan*.

3.1.8.5. Flight plans for flights originating at a joint use airfield shall be filed with either the military base operations (preferred) on a DD Form 175 or with the appropriate FSS utilizing FAA Form 7233-1.

3.1.8.6. Before filing to a military field other than WPAFB, the pilot shall contact the destination base operations and aero club (if applicable) to ensure they can accept his/her flight. The pilot shall obtain a Prior Permission Required (PPR) number if required and list it in the remarks section of the flight plan. For military field destinations (including WPAFB), the pilot shall enter the statement: "Military Aero Club aircraft, please advise _____ Base Operations" in the remarks section of the flight plan. Failure to have a military field destination notified of a flight may result in denial of landing privileges.

3.1.9. Fuel Reserve.

3.1.9.1. A pilot shall not begin a flight unless there is sufficient fuel to complete the flight to the point of intended landing, fly from that airport to an alternate (if an alternate is required), and then fly after that for at least one hour at normal cruise consumption, applying forecast winds and temperatures for the intended altitude and route.

3.1.9.2. For flight planning purposes, fuel computations will be based on consumption figures from the aircraft manufacturer's best power cruise performance chart. Engine start, taxi, run-up, and takeoff fuel usage will be included

3.1.10. Frost, Snow, and Ice. Flight shall not be attempted with frost, snow, or ice on the aircraft. Particular attention will be given to the wings, empennage, primary and secondary flight controls. Snow may be brushed off of aircraft surfaces. Frost, frozen snow, and ice will not be removed by chipping or scraping methods which might damage painted or Plexiglas surfaces. Direct application of hot water shall not be used where ground or flight temperatures are freezing or lower, as the water may refreeze in control linkages. The preferred method for removal of frost, frozen snow, and ice is the placement of the aircraft in the heated maintenance hangar until the surfaces are clear and control linkages dry.

3.1.11. Weather Minimums. A pilot shall not fly unless the weather for the location, area, or planned route, as applicable, is at or above the minimums in Table 3-2 as applied to the designated PIC for the flight.

3.1.11.1. Flight under Special VFR shall only be conducted by a current instrument rated pilot in an aircraft equipped for instrument flight and only in compliance with the altitude requirements of paragraph 3.1.14.

3.1.12. Wind Limits. Pilots shall comply with the wind limits depicted at Attachment 3-1.

3.1.12.1. Flight shall not be initiated if surface winds are forecast to be greater than 30 knots; flight will be terminated as soon as practicable if surface winds exceed 30 knots during flight in the local area.

3.1.12.2. Each pilot shall comply with the limits of the individual make and model aircraft approved or demonstrated crosswind limits. Students limits are 10 knots crosswind maximum and takeoff and landing not authorized on any runway with a Runway Condition Reading of 18 or less (due to other than reported as Wet (WR)) nor with a reported Braking Action of Fair or worse.

3.1.13. Minimum Altitudes.

3.1.13.1. A pilot shall not fly below 1,000 feet above ground level (agl) (2,000 ft agl in designated mountainous terrain) unless required by specific regulation, airspace restriction, for takeoff or landing, or when accomplishing requirements directed by an approved syllabus of instruction.

3.1.13.2. A pilot shall not descend below 500 feet agl during practice of simulated forced landings except to approved runways. If the airfield and the runway selected do not meet all of the criteria of paragraphs 3.1.15.1 and 3.1.15.2, simulated forced landings will be terminated above 200 feet agl. Approaches continued below

200 feet agl or touchdowns from simulated forced landings are permitted only on runways that meet the requirements of paragraphs 3.1.15.1 and 3.1.15.2.

3.1.13.3. Stalls, turns of over 45 degrees of bank, slow flight, and unusual attitudes shall not be performed below 1,500 feet agl.

Table 3-2

WEATHER MINIMUMS

Visual Flight Rules

	<u>Ceiling (ft)</u>	<u>Visibility (sm)</u>
<u>Private Pilots with Less than 200 hrs Total Time</u>		
Closed Traffic	1500	3
Local Area	1500	3
Cross Country	2500	5
<u>All Other Pilots</u>	1500	3
<u>Night All Pilots*</u>	2500	5

*Private pilots or higher without an aero club night checkout and night currency may not act as PIC prior to 15 minutes before sunrise nor more than 15 minutes after sunset.

Instrument Flight Rules

<u>Takeoff (Pilots with Over 100 hrs actual Instrument Time as PIC)</u>	Lowest compatible approach minimums or published takeoff minimums for the departure airport, whichever is greater.
<u>Takeoff (All Other Pilots)</u>	Lowest compatible circling minimums or published takeoff minimums for the departure airport, whichever is greater, considering both ceiling and visibility
<u>Landing</u>	Published minimums

3.1.14. **Approved Airports/Takeoff and Landing Restrictions.** An approved runway as defined in these SOPs is one which meets the criteria of both subparagraphs 3.1.15.1 and 3.1.15.2.

3.1.14.1. A pilot shall only land aero club aircraft at active airports listed in National Oceanographic and Atmospheric Administration (NOAA) or DoD Flight Information Publications, or those designated by the installation commander. **Note:** If an emergency or precautionary landing is made at an unauthorized location, the pilot shall not takeoff without the WPAFB Aero Club Manager's approval.

3.1.14.2 A pilot shall not takeoff or land on any runway less than 2000 feet long or the sum of the takeoff roll and landing roll or accelerate/stop distance, whichever is greater. A pilot shall not takeoff or land on any runway less than 50 feet wide.

3.1.14.3. Touch-and-go landings by qualified pilots permitted in fixed gear aircraft only. Touch-and-go landings are not authorized in any "complex" aircraft.

3.1.14.4. A straight-in VFR approach shall not be performed to an uncontrolled airport. This restriction does not apply to practice instrument approaches being flown under radar control when the safety pilot is able to simultaneously monitor approach control and the Common Traffic Advisory Frequency (CTAF) and make appropriate position calls on the CTAF.

3.1.14.5. Takeoff or landing roll shall not be accomplished across raised arresting cables, and minimum speed shall be used if the aircraft must be taxied over arresting cables.

3.1.15. **Night Flight.** Night flight is as defined in FAR Part 1, except where indicated as otherwise in these SOPs.

3.1.15.1 Night flights in the local area may be flown solo or as PIC by night current pilots with an aero club night checkout and a Private Pilot certificate or higher who possess 50 hours as PIC (beyond student pilot solo/PIC time) or a current instrument rating.

3.1.15.2. Only Airports with functional visual vertical guidance systems are approved for night operations by qualified and current pilots acting as PIC.

3.1.15.3. All landings will be to a full stop (or stop-and-go at Wright-Patterson AFB, Cox Dayton Intl, and Springfield Rwy 6/24) unless there is an Aero Club qualified, night current Flight Instructor onboard occupying a pilot seat.

3.1.15.4. Private pilots or higher without an aero club night checkout and night currency may not act as PIC prior to 15 minutes before sunrise nor more than 15 minutes after sunset as defined in the American Air Almanac. These pilots shall know the time of sunrise or sunset, as applicable.

3.1.15.5. A pilot may fly beyond the local area at night provided that pilot has an aero club night checkout, is night current, is instrument rated and current, and is on an IFR flight plan. Visual or non-precision approaches to runways outside the local area shall not be accomplished without visual or electronic glide path guidance. VFR flight outside the local area is permitted only if the flight is required to be conducted VFR by an approved syllabus of instruction or FAR, a night qualified and current Aero Club Flight Instructor occupies a pilot seat, and that instructor is qualified and current to act as PIC under IFR in the aircraft used for the flight.

3.1.15.6. Simulated night instruments shall not be flown unless a second aero club pilot with night currency in the aircraft being flown is onboard as safety observer and has access to the flight controls.

3.1.15.7. Operations shall be conducted only at airports with runway lighting. Pilots shall know the frequency for pilot controlled lighting (PCL) at airports with PCL; this frequency is not always the CTAF.

3.1.15.8. Simulated forced landing training shall only be conducted to lighted runways and with a night qualified and current Aero Club Flight Instructor onboard occupying a pilot seat.

3.1.15.9. Unusual attitudes, stalls, approaches to stalls, and slow flight shall not be performed at night, except as required by an approved syllabus of instruction, FAR, or the *USAF Aero Club Instructor*

Standardization Guide with a night qualified and current Aero Club Flight Instructor occupying a pilot seat, and that instructor is qualified and current to act as PIC under IFR in the aircraft used for the flight.

3.1.16. **Overwater Flight.** The PIC shall ensure a signaling device and an FAA or military approved personal floatation device for each occupant are onboard the aircraft and readily accessible if the aircraft is operated over water beyond gliding distance from land. Base life support units are authorized to issue survival equipment, primary operational needs permitting.

3.1.17 **Multi-engine Aircraft.**

3.1.17.1. Performance data shall be computed for the conditions of each flight, including takeoff and landing ground roll, takeoff and landing distance to/from 50 feet agl, accelerate-stop distance, V_{mc} , V_y , V_{yse} , and single-engine climb rate (gear down and gear up), single-engine service ceiling, crosswind limit, V_s , and V_{ref} , as available from the aircraft flight manual. Each PIC shall use the appropriate data to determine a go/no go criterion for engine failure during takeoff. V_{mc} will also be computed for the altitude at which any V_{mc} or Stall training will be done (normally 6,000 FT MSL).

3.1.17.2. Actual single engine landings and go-arounds shall not be conducted for training purposes. Simulated single engine go-arounds shall not be initiated or continued below 500 feet agl.

3.1.17.3. Multi-Engine aircraft shall not be operated on other than approved hard surface runways except in an emergency, due to limited propeller ground clearance.

3.1.18. **Checklists.** A checklist shall be onboard each aircraft for each flight and its use is mandatory for all pilots IAW these SOPs.

3.1.19. **Hand Propping.** Hand propping aero club aircraft or other aircraft using WPAFB Aero Club facilities for the purpose of engine start is **prohibited**.

3.1.20. **WPAFB Airfield Restricted Operations Hours.**

3.1.20.1. 0000-0600L. Only initial departures and full-stop landings are permitted.

3.1.20.2. 0600-0700L and 2300-0000L. All training flights shall be held to the absolute minimum necessary for mission accomplishment. Multiple takeoffs, landings, and/or approaches shall not be conducted. Visual traffic patterns shall be flown on the northwest side of the runways for noise abatement, safety and traffic permitting.

3.1.21. **Other.**

3.1.21.1. Smoking is prohibited in or within 50 feet of an aero club aircraft.

3.1.21.2. Aero club members shall not use aero club aircraft for commercial purposes.

3.1.21.3. Aero club aircraft shall not be used for towing gliders or sail planes.

3.1.21.4. Aero club aircraft shall not be used for parachuting or sky diving.

3.1.21.5. Carrying of an animal on a WPAFB Aero Club airplane is authorized only with the Manager's prior approval. The member must request approval for carrying an animal for each flight either on the cross-country request or, if a local flight, on a separate piece of paper in writing. Any animal except a dog must be caged. The Manager may require any animal to be caged. Any animal carried on a pilot seat will be caged with the

cage secured to the seat and the PIC is responsible for insuring full flight control range of motion to be available throughout the flight.

3.2. Operational Procedures.

3.2.1. **Preflight Planning.** Each PIC (and pilot preparing for a dual training flight or qualification check flight) shall familiarize himself/herself with all aspects of the planned flight.

3.2.1.1. Each pilot/instructor shall review his/her PIF Card to confirm it documents currency for the proposed flight prior to submitting it to the Clearing Authority for flight approval.

3.2.1.2. As applicable, a cross-country request shall be prepared and submitted for approval IAW these SOPs. A navigation log shall be prepared for any cross-country flight or flight performing a navigation leg.

3.2.1.3. Alternate airports will be reviewed for every flight.

3.2.1.4. Each pilot should review emergency procedures on a routine basis. Fuel onboard in terms of flight time vs planned power settings/leaning shall be determined for each flight.

3.2.1.5. Weight and balance data shall be computed/recorded IAW these SOPs.

3.2.1.6. Observed and forecast weather shall be obtained and reviewed prior to each flight. Weather for flights entirely within the WPAFB Aero Club local area may be obtained from the Base Weather Office website or the DTN System. Weather for cross-country flight, flight outside the WPAFB local area, and any IFR flight shall be obtained from either a FSS, military base weather station, or Direct User Access Terminal System (DUATS), or any FAA approved web based site and shall be written in a legible and organized manner covering all the elements of the FAA standard weather briefing. The SOF may require a written weather brief in appropriate format for any flight. Any DUATS sourced weather briefing record will be limited to pertinent data or have the pertinent data highlighted for the SOF.

3.2.1.7. Notices to Airmen (NOTAMs) shall be obtained prior to each flight. All NOTAM sources should be checked: Airport/Facility Directory (A/FD), Published (formerly Class II) NOTAMs, and current Local (L) and Distant (D) NOTAMs. For military fields, check military NOTAMs and the DoD Flight Information Publication (FLIP) VFR and/or IFR Supplements and General Planning (GP)/1 (supplemental procedures and flight hazards)/1A (special use airspace)/1B (military training routes). Information such as airport/runway closures, control tower operating hours, frequencies, runways, traffic pattern altitude and direction, special procedures, hazards, restrictions, service and facility outages, fuel availability, and PPR should be obtained. **Note:** Military NOTAMs and DoD FLIP only provide information on military fields, joint use airports, and civilian fields designated for use by military aircraft; FAA NOTAMs and FAA/NOAA publications normally only provide information on civilian and joint use airports.

3.2.1.8. A flight plan shall be filed IAW paragraph 3.1.8, and if departing WPAFB, shall be approved by the Clearing Authority. FAA Form 7233-1 shall be filled out IAW the AIM. Aircraft Type Designators, IFR Equipment Suffixes, and colors are listed at Attachment 3-3.

3.2.2. Aircraft Preflight.

3.2.2.1. Always ensure accessibility to a fire extinguisher in preparation for engine start as part of the preflight.

3.2.2.2. Each PIC shall ensure all baggage is properly stowed and secured. Also ensure the aircraft (other than twins and T-34) has a tow bar stowed and secured in the baggage compartment.

3.2.2.3. Each PIC (or pilot preparing for a dual training flight or qualification check flight) shall conduct a thorough preflight inspection with a written checklist.

3.2.2.4. Each PIC (and pilot preparing for a dual training flight or qualification check flight) is responsible for checking the *Aircraft Flight Log Book* (Blue Book) to ascertain airworthiness, maintenance, inspection, and equipment check status versus the requirements for the type of flight operation to be conducted.

3.2.2.5. Ensure all required aircraft and pilot documents are onboard. Also, an appropriate scale current aeronautical chart covering the area/route to be flown shall be onboard the aircraft and readily accessible to the pilot for each flight.

3.2.2.6. Each pilot is responsible for verifying the beginning Hobbs time before power-on operation and reporting this to the SOF for verification.

3.2.2.7. The propeller area shall be cleared prior to turning on the aircraft master/battery switch or applying external power. Ensure the landing gear handle on retractable gear aircraft is in the "DOWN" position prior to applying aircraft or external power. Ensure the flap area is clear prior to extending or retracting the flaps.

3.2.2.8. Ensure the oil system is filled to the proper level. Six-quart system (Skyhawk) will be serviced when less than 4 quarts. Eight-quart systems (Warrior, Archer, Arrow) will be serviced when less than 6 quarts. Twelve-quart systems (T-34B, Baron) will be serviced when 9 quarts or less. All systems should be kept close to full (1 quart below full) for extended or cross-country flights; however, **never overfill an oil system**. Oil is available in a 50-gallon drum in the maintenance (No. 3) hangar. During the warmer months Society of Automotive Engineers (SAE) 50 (Aviation 100) weight oil is used; during the colder months SAE 30 (Aviation 65) weight oil is used. **If mineral oil** (plastic quarts with blue labels) **is specified for use** in a particular aircraft due to engine break-in, **do not use ashless dispersant type oil** (plastic quarts with red labels and oil from the 50-gallon drum). The use of mineral oil will be indicated as a maintenance entry in the aircraft's Blue Book. When using plastic quart containers, use the entire quart; if the aircraft oil system will not accept the entire quart without overfilling, do not use the quart container. Use the red cloths to wipe the oil dipstick and clean grease and grime. **Do not use the white cloths for this purpose: They are for cleaning windshields only.**

3.2.2.9. The pilot shall always visually verify the fuel quantity in each tank to a measurable reference such as an installed fuel tab or the filler neck (full). ***Always leave room for fuel expansion, leave approx. 1 inch below filler neck.*** If the fuel system is serviced prior to flight, allow sufficient time for water/contaminants to settle prior to taking fuel samples; water or other contaminants may take up to 30 minutes to settle to the drain sumps. Preflight except for fuel samples may be accomplished in the hangar. **Never drain fuel sumps in a hangar**, due to the fire hazard should a drain stick open. Visually clear all flight controls prior to moving them inside a hangar. Do not extend the flaps on the Skyhawk in the hangar when its wing overhangs the wing of the Baron. Take care in removing aircraft from the hangars due to the close proximity of other aircraft and hangar structure.

3.2.2.10. The windscreen and windows shall be cleaned of dirt, grime, bugs, and bird droppings, as necessary. A clean windscreen and windows can be critical to being able to "See and Avoid" other traffic in flight. Plastic windscreen cleaning fluid is located in the front entrance way to the Aero Club along with clean **white** cloths. These will be used when cleaning the aircraft windscreen and windows. **Do not use the red cloths.** They may contain metallic particles which will damage plastic windscreens/windows. Dispose of the dirty white cloths in the designated receptacle. When cleaning, use an up-and-down motion, not a circular motion, to prevent crazing. Only when cleaning fluid is not available, water may be used to clean dirt from the windscreen by flushing the surface before using a cloth. **Never rub a dry windscreen with a dry cloth.**

3.2.2.11. Ensure the pilot(s) seat(s) are **properly locked** on the seat rails and double check this prior to takeoff. This is especially true on Cessna aircraft, which have a history of inadvertently unlocking.

3.2.2.12. Never leave an aircraft door ajar or open during preflight if there is any possibility the wind can catch the door and damage the stop and/or hinges, or the door itself. Fasten at least the lower latch on the Cherokee series aircraft when the door is closed.

3.2.3. Engine Start.

3.2.3.1. The aircraft shall be positioned for start so that the prop blast is directed off the Aero Club ramp, away from other aircraft and open hangars, and onto the grass field surrounding the ramp. Aircraft shall **never** be started on the concrete portion of the Aero Club ramp due to the probability of picking up and throwing broken concrete and damaging propellers and other aircraft. **Do not start or apply electrical power to any system on an aircraft within 50 feet of a fuel pump or an ongoing fueling operation.**

3.2.3.2. All radios and avionics shall be turned off for engine start, either individually or with the avionics master switch if installed. Some intercoms are wired directly to the battery bus; therefore, turn the intercom off for engine start unless verified that it is wired to the avionics bus.

3.2.3.3. The written checklist shall be used in a “challenge and response” manner in preparing for engine start. Always visually clear the propeller area and loudly call “**Clear prop**” prior to engaging the starter.

3.2.3.4. If the engine does not fire within approximately five seconds, discontinue the start and reattempt after verifying switches, and determining status of prime, flooding, ignition, etc. Do **not** pump the throttle in an attempt to get the engine started. Avoid the use of excessive throttle on engine start. The tachometer should not exceed approximately 1000 revolutions per minute (rpm) on a normal start, both to avoid excessive engine wear and to keep prop blast and blowing debris to a minimum. If no oil pressure is indicated within 30 seconds, shut down the engine and have maintenance investigate.

3.2.3.5. For day operations, turn on the rotating beacon/anticollision lights just prior to or immediately after engine start. This is not only required by the FARs, but is an additional visual safety warning of a turning propeller.

3.2.4. Ground Operations.

3.2.4.1. To preclude landing light damage or premature burnout, landing/taxi light(s) shall not be turned on during daytime ground operations, except when visibility is less than or equal to 2 sm. Any Approved Flight Manual (AFM) or Pilot’s Operating Handbook (POH)/Information Manual limits on landing light ground operation shall be observed.

3.2.4.2. Prior to calling for taxi, obtain Automated Terminal Information System (ATIS) information if available, normally available 0600-2200L. Taxi clearance and instructions will be obtained from Patterson Ground Control. An airfield diagram is at Attachment 3-5.

3.2.4.3. If Dayton Approach/Class C service is desired, request it when calling for taxi clearance. Ground will coordinate an altitude, departure frequency, and transponder code with Dayton Approach, which the pilot shall read back upon receiving.

3.2.4.4. A brake check shall be accomplished within the first few feet of initial aircraft movement. **Do not ride the brakes during taxi**; use power reduction to control taxi speed, using the brakes if necessary only after the power has been reduced to idle. When taxiing multi-engine aircraft, use first nose gear steering, then differential power, and finally differential braking, if necessary, in order of priority for steering.

3.2.4.5. Controls shall be positioned as appropriate for existing wind.

3.2.4.6. Taxi speed on the Aero Club ramp and in any congested area shall be no faster than a person walking (approximately 3-5 mph), slower if necessary. Aircraft shall be taxied no closer than 300 feet behind large aircraft and no closer than 500 feet behind fan-jet/turbojet aircraft. Aircraft shall not be taxied within 10 feet of an obstacle unless designated taxi lines, suitable for the make and model aircraft being operated, are used. Aircraft, including privately owned aircraft, shall **not be taxied around either end of the Aero Club hangars**; aircraft being moved from the rear of the hangars to the ramp in front of the hangars shall be towed to the front ramp.

3.2.4.7. For run-up, position the aircraft on the side of the run-up taxiway more nearly aligned into the wind with the prop blast directed off the taxiway into the grass. Do not drag the aircraft's prop blast through other aircraft and vehicles which may be in the run-up area. Monitor the toe brakes for the run-up regardless of the parking brake setting and continuously clear the area for traffic. Refer to the run-up check to ensure all items have been accomplished. Check that all fuel tanks feed properly before takeoff on aircraft whose normal procedure or capability is to feed from one tank or one set of tanks at a time. Accomplish the run-up on the tank or tanks which will be used for the takeoff.

3.2.4.8. Takeoff checks shall be accomplished as "challenge and response" with the checklist.

3.2.5. **Departures.** Standard Aero Club VFR departure routes are at Attachment 3-6. WPAFB Field description and traffic procedures are contained in WPAFB Instruction 11-201, *Airfield Operations*.

3.2.5.1. Takeoff clearance will be obtained from Patterson Tower. If Dayton Approach/Class C service has been requested/coordinated, tower will provide departure instructions prior to issuing takeoff clearance. If the aircraft is to remain in the Patterson traffic pattern, advise tower when requesting takeoff clearance. If the pilot desires to depart the field in a non-standard direction or at a non-standard altitude, advise tower when requesting takeoff clearance. Patterson Tower may delay issuing a takeoff clearance (takeoff, stop-and-go, touch-and-go) for a small aircraft without appropriate wake turbulence separation based on timing if it would be overtaken by a large or heavy aircraft on the parallel runway.

3.2.5.2. An intersection takeoff from Taxiway B is assumed for Aero Club aircraft with a Runway 23R takeoff, providing 11600 ft of usable runway; request back taxi if the entire runway length is desired. Always clear the traffic pattern even though tower has issued a clearance onto the runway. For Runways 5L and 5R takeoffs, clearance for "Takeoff" or "Position and Hold" is implicit clearance for Aero Club aircraft to back taxi the runway as necessary to ensure a safe takeoff distance. Taxiing to the intersection of Runway 5L with Taxiway C will provide 5400 feet of usable runway. Taxiing to the intersection of Runway 5R with Taxiway C will provide 3600 feet of usable runway.

3.2.5.3. On takeoff leg, retractable landing gear shall not be raised until the runway remaining is no longer sufficient for landing in the event of power loss. Actual or training maximum performance takeoffs are excepted from this requirement if the AFM or POH/Information Manual procedure is to retract the landing gear as soon as definitely airborne and a positive climb rate is established and verified.

3.2.5.4. Maintain a ground track of the runway centerline until 1,300 ft mean sea level (msl), unless directed to turn earlier by tower and compliance can be safely accomplished. If tower has not given direction to turn out of traffic by 1,300 ft msl, request a turn out of traffic to the south. Do not exceed 2,300 ft msl until cleared to turn out of traffic. When cleared to turn out of traffic turn to establish a ground track of 180 degrees and continue to climb to 2,500 ft msl. Be vigilant for traffic entering the local traffic pattern, particularly if departing Runway 5L or 5R. Maintain 2,500 ft msl until clear of the Patterson Class D Airspace, unless another heading and/or altitude is coordinated with Tower. There is no requirement of report clear of the Patterson Class D Airspace unless requested to do so by Patterson Tower.

3.2.5.5. When departing an uncontrolled airport, the pilot shall visually clear all segments of the traffic pattern and straight-in approach paths to each end of the runway and any intersecting runway(s) prior to

taxiing on the runway. The pilot shall also use the radio to ascertain traffic situation awareness, both by listening for other traffic and by giving standard traffic advisories IAW the AIM. Pilots shall follow AIM procedures or locally published procedures if remaining in the traffic pattern or departing the airport in the direction of traffic. Pilots departing the airport opposite the traffic pattern direction shall climb to above the traffic pattern altitude and advise traffic prior to making any turns against traffic.

3.2.5.6. Climb and cruise checks shall be performed using the checklist.

3.2.5.7. Pilots are encouraged to participate in the FAA *Operation Lights On* program, which recommends landing lights be turned on within 10 miles of any airport. However, to preclude premature burnout, turn the landing light on no earlier than taking the runway for takeoff or when cleared for takeoff, whichever occurs later.

3.2.6. **Leaning.**

3.2.6.1. Each pilot will lean the mixture as recommended in the AFM or POH, observing all AFM/POH restrictions on leaning. This is especially important on cross-country flights, where a cruising fuel consumption rate has been planned based on leaning. **Warning:** Improper leaning procedures will greatly reduce range and endurance.

3.2.6.2. If the AFM or POH does not provide a leaning procedure, the engine may be leaned as follows: With an exhaust gas temperature (EGT) gauge, lean the engine to peak EGT, then enrich to 75 degrees Fahrenheit rich of peak EGT; without an EGT gauge, lean the engine to the point of running slightly rough, and then enrich slightly, or lean to peak rpm (fixed pitch propeller).

3.2.6.3. The mixture may be left in the "Full Rich" setting for local area training and air work if an overly rich mixture does not result.

3.2.7. **Local Area/Training Areas.** The WPAFB Aero Club Local Area is that area within a 50 nautical mile (nm) radius of Wright-Patterson AFB. See Attachment 3-7. The local training areas are also depicted in WPAFBI 11-201.

3.2.7.1. Local area flight plans originating and terminating at WPAFB and filed on the Local Area Flight Plan Log will be opened and closed automatically for the pilot by Patterson Tower.

3.2.7.2. Pilots shall comply with all FARs and Aero Club SOP altitude restrictions while performing local area air work. Pilots shall remain clear of Class C and D Airspace and Victor Airways within the local area while accomplishing air work.

3.2.7.3. Pilots shall ensure proper engine operation at least every 500 feet of altitude when performing simulated engine failures in single engine aircraft.

3.2.7.4. Pilots should be aware that, although the local training areas are published for the purpose of designating known areas for Aero Club training and air work, these areas are not special use airspace and are available for use by any pilot. Therefore, Aero Club pilots shall exercise vigilance and proper clearing techniques to "See and Avoid" at all times while in the local area and training areas.

3.2.7.5. As Springfield Tower occasionally operates at other than published hours, it is recommended that aircraft intending to fly within 4.3 nm of Springfield-Beckley Muni at or below 3,600 ft msl ascertain on 120.7 megahertz (MHz) whether Springfield Tower is operational prior to penetration of that airspace.

3.2.8. **Cross-country.**

3.2.8.1. With the SOF's permission, a member pilot may drive his/her private vehicle on the Aero Club ramp to load cross-country baggage into the aircraft. A Foreign Object Damage (FOD) check shall be performed by the member to ensure the vehicle's tires are free of mud and stones prior to driving it on the Aero Club ramp. A member may not drive his/her vehicle at a speed exceeding 5 mph while on the ramp, nor may a member drive his/her vehicle on the ramp when the SOF has determined due to aircraft activity it is imprudent to do so. A member who is to be RON cross-country shall park his/her vehicle in the section of the parking lot furthest from the Aero Club building as a courtesy to other members.

3.2.8.2. One quart plastic containers of oil are available in the Maintenance Hangar for cross-country flights. Tie-downs and chocks are also available to check out for cross-country flights.

3.2.8.3. The PIC shall open his/her VFR flight plan with Base Operations on the Pilot to Dispatch (PTD) frequency departing a military field or with the appropriate FSS departing a civilian airport.

3.2.8.4. Fuel management and weather awareness are critical. Because of aircraft to aircraft variability, it is highly recommended that the first cross-country leg in a specific serial number aircraft in which the pilot has never flown be planned for no more than 3/4 of the possible computed time aloft, exclusive of reserve (i.e., subtract the required reserve from the total computed time aloft and take 3/4 of the remainder), to verify the fuel consumption of that specific aircraft. Be aware that the fuel gauges are only required to read accurately at the zero fuel indication. Therefore, fly the planned power setting with proper leaning and check actual vs forecast winds at altitude, and assess fuel status based on the planned consumption **rate** and elapsed time. Plan to change fuel tanks at appropriate times if the aircraft does not feed the engine simultaneously from all tanks. Always have a refueling alternate airport in the event winds or other factors preclude making the original destination with required fuel reserve.

3.2.8.5. Pilots are encouraged to use the En route Flight Advisory Service (EFAS) to obtain en route weather updates and FSSs to obtain destination/alternate observation and forecast updates. Pilot Reports (PIREPs) should be given, especially if unforecast or hazardous weather is encountered. **Never** continue VFR flight into significantly deteriorating weather.

3.2.8.6. Pilots are encouraged to request VFR Flight Following from en route Air Route Traffic Control Centers (ARTCCs) and/or approach controls.

3.2.8.7. Exercise a high degree of vigilance when near, transiting, or crossing potentially high traffic areas such as controlled and uncontrolled airfields and approach paths to these fields; airways (especially near nav aids); special use airspace; military training routes (MTRs); and parachuting, hang gliding, ultralight, and glider operations areas.

3.2.8.8. Pilots are also strongly encouraged to use Hazardous Area Reporting Service as detailed in the AIM when overflying Lakes Erie or Michigan, the Long Island Sound, Cape Cod, Appalachian mountainous areas, the Dismal Swamp, or the Everglades.

3.2.8.9. Update VFR flight plan information en route with either a military base operations or an FAA FSS, if estimated time en route (ETE) increases and/or route of flight changes.

3.2.8.10. When returning to WPAFB or landing at another military field, notify Base Operations on the PTD frequency 25-50 nm out that you are a military aero club aircraft and verify Base Operations has your flight plan. This will help preclude landing clearance problems in the event Base Operations did not receive the flight plan.

3.2.8.11. The PIC shall ensure his/her VFR flight plan is closed at the destination with either Base Operations at a military field destination or FSS at a civilian airport destination.

3.2.8.12. While RON with servicing available and needed, the aircraft will be serviced prior to departure of the PIC for overnight accommodations to minimize moisture accumulation in the fuel tanks. **The aircraft shall be left locked and either hangared or 3-point tied down with both mains chocked.**

3.2.8.13. If no word is received from a member that is cross-country, he/she will be expected to return on time. Major deviations or any change in destination from that given on the *Cross-Country Request* shall be reported to the Aero Club Manager, an Operations Supervisor, or SOF by telephone before the affected leg is flown, or as soon as possible (ASAP) afterward if due to an unforeseen in-flight event.

3.2.9. **Night.**

3.2.9.1. For any night flight, at least one flashlight of sufficient illumination shall be onboard the aircraft. A flashlight with a minimum of two D cells or equivalent is recommended.

3.2.9.2. Turning the anticollision strobes (high intensity flashing type) or landing/taxi light on near other night flying pilots primarily serves the purpose of destroying their night vision. Therefore, pilots checking anticollision strobes on preflight will warn other night flying pilots in the vicinity before illuminating the strobes, and the strobes will only be allowed to flash a maximum of twice for the check. Position lights and the rotating beacon (rotating beacon shall be left off for engine start if turning it on also turns strobes on) shall be turned on prior to engine start. The strobes will not be turned on until ready to take the runway for takeoff, particularly if near other aircraft in the run-up area. After landing, turn the strobes off after clearing the runway prior to approaching other aircraft and entering the ramp area.

3.2.9.3. The landing light(s)/taxi light should only be turned on while taxiing. Leave it off on the Aero Club ramp until ready to taxi and turn it off while performing the run-up. If the aircraft is equipped with both landing and taxi lights, only the taxi light shall normally be used for ground operations. Any AFM/POH limits on landing light ground operation shall be observed.

3.2.9.4. Pilots shall comply with the night requirements of paragraph 3.1.16.

3.2.10. **IFR/Instrument Practice.**

3.2.10.1. Each PIC of a flight to be conducted IFR is responsible for ensuring all current IFR terminal and en route publications required are onboard the aircraft. A limited number of IFR Flight Planning Kits are available and may be checked out by Aero Club instrument rated pilots, or instrument students on training/check flights. Pilots desiring to check out an IFR Kit may do so by signing it out on its corresponding sign-out card at the SOF station.

3.2.10.2. Any FAR required VOR check shall be entered on AF Form 1587C, *VOR Receiver Checks*. An entry shall be made in each column for each required check performed. An AF Form 1587C is located in each Blue Book.

3.2.10.3. Pilots shall comply with the parts of subparagraphs 3.1.16.5 and 3.1.16.6 pertaining to instrument procedures.

3.2.10.4. An instrument rated Aero Club pilot or an Aero Club pilot in a training program for the instrument rating may fly practice instruments under VFR. Pilots are encouraged to utilize radar approach control where available for traffic advisories; CTAF shall be used to make traffic advisories at uncontrolled airports. Prior to conducting VFR practice instrument approaches in the Dayton Terminal Area, each pilot shall familiarize him/herself with the procedures at Attachment 3-8, as well as those given in the AIM.

3.2.10.5. Opposite direction instrument approaches may be approved by Dayton Approach and Patterson Tower on a case-by-case basis, with the cutoff decision point 7 nm from the runway.

3.2.10.6. Pilots are responsible to “See and Avoid” whenever in Visual Meteorological Conditions (VMC), regardless of the type of flight plan under which operating.

3.2.10.7. Simulated instrument flight with a view limiting device shall not be conducted unless a safety pilot occupies a pilot station with flight controls. The safety pilot on any Aero Club simulated instrument flight shall be an Aero Club pilot rated in category and class and qualified and current IAW these SOPs in the make and model aircraft flown.

3.2.11. Arrival.

3.2.11.1. Descent and arrival checks shall be performed as applicable using the aircraft checklist. Before landing checks shall be performed in a “challenge and response” manner using the aircraft checklist. A “GUMPS” check may be substituted for single engine aircraft, and should be used as a confirmation check after completing the checklist for all aircraft.

3.2.11.2. Standard Aero Club VFR arrival routes are at Attachment 3-6. WPAFB traffic procedures are contained in WPAFB Instruction 11-201. Aero Club aircraft will report to Patterson Tower with ATIS, if available, and type landing requested (full stop, stop-and-go, touch-and-go, option, low approach, multiple approaches, etc) over Point Alpha at 2,000 feet msl. If the type of landing is not specified Tower will assume a full stop. Each pilot shall plan to descend as necessary to arrive at 2,000 ft msl 2-3 miles prior to Point Alpha in order to clear for other traffic converging on Point Alpha. Each pilot shall also monitor the Patterson Tower frequency as far prior to Point Alpha as conditions permit to assist in clearing for other traffic. After establishing two-way radio contact with Patterson Tower and passing Point Alpha inbound to the field, descend to 1,800 ft msl for midfield downwind or base leg as directed by tower. The use of the landing/taxi light is recommended for visibility to tower and other aircraft. If the pilot desires a long landing or a 180° turn after landing to back taxi the runway, advise tower prior to base leg. If conducting a stop-and-go and the aircraft will be **delaying more than one minute** on the runway, the pilot **must advise** Tower.

3.2.11.3. Tower will approve VFR arrivals from other than Point Alpha if traffic permits.

3.2.11.4. Tower at a controlled airport where parallel runways are separated by less than 2500 ft may require that no large or heavy aircraft overtakes a small aircraft on final for the parallel runway. Tower may instruct the small aircraft to make a 360° turn on downwind, a 270° turn to base, a turn to base reference the large/heavy traffic, a pattern breakout, or other procedure to provide separation. If the pilot does not understand the instruction, he/she shall immediately ask for clarification. Do not descend below pattern altitude on turns away from the pattern/runway, especially at night. If Tower instructs “Turn base reference that traffic,” the PIC is responsible for:

- (a) Having that traffic in sight;
- (b) Turning no sooner than the point at which the traffic crosses abeam his/her position; and
- (c) His/her own spacing to provide wake turbulence separation.

In any event, the PIC remains responsible for the safety of his/her flight and shall comply with the basic safety procedures for avoiding wake turbulence as given in the AIM.

3.2.11.5. When landing at an uncontrolled airport, the pilot shall be at the traffic pattern altitude NLT 2-3 miles from the airport (prior to the 45° to downwind leg) in order to clear and be seen. The traffic pattern shall be flown IAW the AIM and AC 90-66A, *Recommended Standard Traffic Patterns and Practices for Aeronautical Operations at Airports without Operating Control Towers*. However, paragraph 3.1.15.4 of these SOPs applies. Local procedures shall be used when published. If the airport has UNICOM, the pilot shall request an airport advisory and/or tune the airports Automated Weather Observation System (AWOS). The pilot shall self-

announce pattern position on crosswind, 45° to downwind, downwind, base, and final legs on the published CTAF using the phraseology recommended in the AIM, AC 90-42F, *Traffic Advisory Practices at Airports without Operating Control Towers*, and Attachment 3-9.

3.2.11.6. Prior to landing VFR/VMC at an uncontrolled airport with unknown runway surface or approach conditions, the pilot shall overfly the airport at 500 feet agl minimum to ascertain the conditions.

3.2.11.7. For full stop landings, accomplish the after landing checks using the aircraft checklist after clearing the landing runway. If used during the day, turn off the landing light as soon as practical after clearing the runway. Any AFM/POH limits on landing light ground operation shall be observed.

3.2.11.8. The magneto grounding check shall be performed at **idle (fully closed) throttle**, with the switch turned counterclockwise full against the OFF stop and then returned to BOTH as soon as magneto grounding is detected (first indication that the engine has stopped firing). Do not perform a magneto grounding check on the T-34 or on the Barons. Set engine power at approximately 1200 rpm for a few seconds prior to engine shutdown to remove deposits from the spark plugs.

3.2.12. **Refueling.** Each PIC is responsible for refueling his/her aircraft after flight. **No pilot shall start or taxi an aircraft within 50 feet of an ongoing fueling operation.**

3.2.12.1. Prior to refueling, the PIC shall confirm the aircraft master and ignition switches are OFF, at least one main tire is chocked, the aircraft is grounded to bare metal with continuity to the frame, and a fire extinguisher is available. Prior to attaching the grounding wire to the airframe, ensure the grounding wire reel has locked so that the grounding wire will not recoil should the clip slip off of the aircraft.

3.2.12.2. All pilots shall be aware of the location and operation of the Emergency Fuel Shutoff Switch on the exterior of Hangar 1, as well as the fuel spill procedures in Chapter 5 of these SOPs.

3.2.12.3. Place the Gasboy TopKAT key which contains the individual aircraft electronic identification into the TopKAT control unit and turn 90° clockwise, then turn 90° counterclockwise and remove the key. Ensure the key cover is left in the down or covered position to keep out freezing rain, sleet, snow, etc, in the event of adverse weather. At this point the refueler has three minutes to press the green button on the refueling cabinet to turn on the fuel pump; after three minutes without activation the fuel system will lock out fuel flow except through reset or manual backup operation. After depressing the green button, the refueler has three minutes to begin fuel flow with the nozzle. At any point three minutes have passed without fuel flow or without shutting the pump off with the red button, the fuel system will lock out fuel flow and can only be reset through the maintenance Gasboy computer. **Do not allow either of these shut down conditions to occur; only the Manager or Maintenance Supervisor can reset the system.** Remove the fuel pump nozzle cap. **The fuel pump nozzle shall be grounded to an aircraft bare metal component providing continuity to the frame prior to removing the aircraft fuel cap.** If a nozzle grounding line is not present, the fuel pump nozzle shall be touched to an aircraft bare metal component with continuity to the frame prior to removing the fuel cap. During fueling, if there is no nozzle grounding line, the metal nozzle spout shall be kept in contact with the aircraft filler neck until fueling is completed. **Exercise caution in inserting the nozzle spout into the tank so as not to damage the fuel cell or bladder.** Do not allow any metal component of the nozzle to contact the painted surface of the aircraft; use the refueling protection mat if available. Take care not to use too high a flow rate (the trigger is graduated) during refueling. The system is capable of flow rates of up to 30 gallons per minute.

3.2.12.4. Upon completion of fueling, the fuel pump nozzle cap shall be replaced and the fuel pump shut off by depressing the red button on the fuel pump cabinet. The fuel pump nozzle shall be returned to its stowed position on the pump housing, taking care to properly stow the hose on the reel (guide the hose onto the reel while pulsing the motor), unless procedures in effect at the time provide for leaving the hose unstowed. Likewise, the grounding line shall be properly stowed. **Always walk the grounding line to the stowed position while holding it; never release it and let it snap or recoil to the stowed position.** Both the fuel hose and grounding line

shall be stowed so as to be clear of the path of any aircraft taxiing to the refueling position. If used, the high wing refueling stand shall be cleared **completely off** of the ramp surface after fueling, if used. Record the pilot's last name, the aircraft N-number, the totalizer and fuel serviced quantity readings on the *Fuel Log* and replace the log in the metal stand with the door closed and locked.

3.2.12.5. The following will be used as the standard refueled quantities, unless advised otherwise: C-172, T-34B, and BE-55 aircraft will normally be filled to approximately 1 inch below the filler neck for local area training flights, to preclude expansion overflow while parked. **All Piper PA-28 series aircraft will be filled to the tabs.** See Table 3-3. Non-standard fuel quantities may be used in the following situations: The SOF may direct, or the next PIC may request if he/she is going to immediately fly the aircraft, that the tanks be topped off. The SOF or an Aero Club Flight Instructor may direct a fuel load less than standard or that an aircraft be partially defueled for specific flight needs, e.g., cross-country weight and balance considerations, spins/utility maneuvers, or an aircraft coming off-line for maintenance.

Table 3-3

AIRCRAFT FUEL TANK CAPACITIES (Gallons)

	<u>Usable to Tabs</u> (gallons)	<u>Total Usable</u> (gallons)
C-172N Skyhawk	NA	40
PA-28-161 Warrior II	34	48
PA-28-181 Archer II	34	48
PA-28R-200 Arrow II	34	48
PA-28RT-201 Arrow IV	50	72
T-34B Mentor	NA	50
BE-55B-260 Baron	NA	136

3.2.12.6. A pilot returning after the club is closed will be unable to refuel. The pilot shall note this on Air Force Technical Order (AFTO) Form 781A as an informational entry.

3.2.12.7. In the event the WPAFB Aero Club runs out of fuel, management will establish a purchase agreement with one or more Fixed Base Operators (FBOs) in the local area per paragraph 6.17.1.1. Pilots will be informed where the approved refueling location is and to what quantity aircraft should be filled (usually this will be full tanks -- weight, balance, and performance permitting). When refueling at an alternate location, each PIC shall inform the FBO that the aircraft is from the WPAFB Aero Club, how much fuel to put in the tanks, and to put the purchase on the WPAFB Aero Club account. The PIC shall obtain the quantity serviced and record it on his/her Aero Club Flight Ticket as local fuel as well as on the HQ AFSVA Form 1587A, *Aircraft Flight Log*, under the fuel column. In each of these locations, the airport identifier shall be recorded beside the quantity (e.g., "13.2 gal/I19").

3.2.13. **Parking.** The WPAFB Aero Club SOF has the authority and responsibility over where aircraft will be parked during his/her tour of duty.

3.2.13.1. Aircraft shall not be parked within 50 feet of the refueling area. Therefore, no aircraft shall be parked in at the edge of the ramp between the fuel pump and Hangar 1.

3.2.13.2. Additionally, no aircraft shall be parked unattended on any active taxiway or movement area (i.e., do not park an aircraft where any part of it is on or over any area with yellow center or edge lines).

3.2.13.3. No member shall tow an aircraft with the power tow unless he/she has been checked out on its operation and **safely** towing aircraft with the tow by Aero Club supervision or an Aero Club Flight Instructor. Particular attention must be paid to turning a aircraft under tow, so as to not exceed the nose gear swivel limits which will damage the mechanism. All Aero Club aircraft are programmed to be marked with limit indicators. Nose gear swivel limits are:

- (a) Newer (2440 lb max gw) PA-28-161 Warrior II $\pm 20^\circ$
with bungee removed
- (b) BE-55B-260 Baron Limit indicators
- (c) All other Aero Club aircraft $\pm 30^\circ$

3.2.13.4. Each PIC shall check with the SOF for direction as to where to park his/her aircraft. No aircraft shall be taxied around either end of the Aero Club hangars; it shall be towed if it is to be brought to the rear of the hangars. Unless directed to park the aircraft in a hangar by the SOF, each PIC is responsible for parking and securing his/her aircraft at a designated ramp parking spot with tiedown lines. The aircraft is to be parked at the designated tiedown spot positioned precisely enough so that it can be rapidly secured without having to be repositioned in the event of rapidly approaching weather. The aircraft need not be tied down unless it will be unattended for a period greater than one hour prior to the scheduled arrival of the next pilot, or the SOF has directed that the aircraft will be tied down. At least one main tire (both main tires for conventional gear aircraft) shall be chocked and for tricycle gear aircraft the aircraft's tow bar shall be placed in front of the nose tire. All hatches, doors, and windows shall be closed and secured. Seat belts shall be placed over seat pad and fastened to prevent web deterioration and/or cuts which result from leaving the belts on the floor and across the seat tracks. Shoulder harnesses shall be fastened with the attached snap or clip, as equipped.

3.2.13.5. If the surface winds exceed 20 knots, but not 30 knots, and the aircraft is left on the ramp, the pilot shall perform a 3-point tiedown.

3.2.13.6. If a weather advisory for tornado, microburst, thunderstorm or lightning within 5 miles, hail or ice pellets, or winds exceeding 30 knots is in effect, the aircraft shall be hangared if space is available. If hangar space is not available in the event of such a weather advisory the pilot shall perform a 3-point tiedown and both mains shall be chocked. The tow bar shall be stowed in the baggage compartment.

3.2.13.7. If the SOF directs the aircraft to be hangared (primarily for reasons of inclement weather or ramp space), the use of a spotter is highly recommended; **extreme vigilance** shall be exercised to preclude aircraft contact with the hangar or other aircraft while parking the aircraft. At least one main tire shall be chocked and for tricycle gear aircraft the aircraft's tow bar shall be placed in front of the nose tire.

3.2.13.8. If the power tow is inoperative, each pilot shall hangar his/her aircraft unless it is scheduled for a subsequent flight that day. In this case, each pilot shall check with the SOF for his/her direction prior to parking the aircraft.

3.2.13.9. Each pilot returning after the club is closed shall park the aircraft in a hangar if a slot is open. If there is no hangar space available and only if there is no hangar space available, the pilot shall perform a 3-point tiedown at a designated parking spot on the Aero Club ramp and chock both main tires.

3.2.14. **Post-flight.** Each PIC shall conduct a thorough post-flight inspection of his/her aircraft and police the interior, removing all papers, used rags, cans, pencils, cross-country oil, chocks, and tiedowns, etc., leaving the

baggage straps fastened in the normal "X" fashion. Any PIC leaving a trashy or soiled aircraft may be charged labor and materials for cleanup.

3.2.14.1. **Each PIC shall ensure the dedicated checklist is left in the aircraft.**

3.2.14.2. Each pilot is responsible for completing all applicable sections of the Aero Club Flight Ticket. The pilot's WPAFB Aero Club membership number shall be recorded. Local and cross-country fuel and oil quantities shall be entered. Any cross-country fuel entry must be accompanied by a receipt or credit will not be issued. Federal Excise Tax (FET) is deductible, but only if individually broken out on the fuel receipt. The "Training" block will only be checked when the flight was part of a Part 61 or 141 course of instruction. The "VA" block shall be checked if and only if the flight was part of a VA approved training program in which the pilot was formally enrolled. Anytime an Aero Club Instructor's number/name is entered, either the "Training" or "Currency, Annual, Checkout" block shall be checked. If the "Training" or "Currency, Annual, Checkout" block at the top of the Type of Flight box was checked, one of the nine Type of Training blocks toward the bottom of the Type of Flight box shall be checked. "PPI" will be filled out by the Aero Club Instructor for ground training time. PPI stands for pre- and/or post-flight instruction. The Aero Club Flight Instructor shall ensure "Intro" is written at the top and bottom for each Introductory Membership flight. Each pilot is responsible for entering the Flight Ticket data into the flight billing computer and printing the resulting data on the Flight Ticket. When unsure of the procedure, ask for help from your instructor or the SOF. Hand entered aircraft rental or flight instruction data will not be accepted unless the computer system is inoperative.

3.2.14.3. The pilot shall fill out the HQ AFSVA Form 1587A, *Aircraft Flight Log*, prior to turning in the Blue Book, including:

- (a) "Hobbs Out," the Hobbs meter reading at the beginning of the flight.
- (b) "Hobbs In," the Hobbs meter reading at the end of the flight. If any portion of the next tenth of an hour is in view upon power-off at the end of the flight, the ending Hobbs meter recording shall include that tenth.
- (c) "Ending Tach" means the analog numerical reading at the end of the flight. This reading is on the tachometer (rpm) gauge on the Aero Club single engine aircraft.
- (d) "Fuel" and "Oil Added" means all fuel and oil, local and/or cross-country, for the flight listed on that line of the HQ AFSVA Form 1587A.

3.2.14.4. Each pilot shall also enter any maintenance discrepancy into the aircraft AFTO Form 781A prior to turning in the Blue Book. **Each discrepancy will be entered in a separate block.** Entries shall be DD MMM YY with as complete a description of the discrepancy as the pilot is capable, and the pilot's name shall be **legibly** signed or printed. Any discrepancy which the pilot feels should ground the aircraft or make it unairworthy for a particular Kind of Operation shall be explicitly stated as such in the AFTO 781A entry, and shall be brought to the attention of the SOF, an Operations Supervisor, the Manager, and/or the Maintenance Supervisor.

3.2.14.5. Pilots returning after the club has closed will use the Aero Club building key on the aircraft key ring. The key opens the front door into the operations area, which gives the member access to the two hangar (2 and 3) doors on either side of the club operations area. **Note:** Carry the aircraft keys at all times. If the key is left in the operations area and these doors close while the pilot is in the hangar, or if the front door closes when going back outside, access to the club will not be possible. Prior to leaving when finished, the aircraft Blue Book, the completed Flight Ticket, IFR Planning Kit, and keys are to be left in the main lobby area on the SOF office counter. The pilot is responsible for securing the airplane and making sure all hangar doors (main/personnel) are shut/locked. Prior to departing the interior portion of the club, members shall make certain the side doors to Hangars 2 and 3 are locked (from the hangar side of the door), and lastly, that the lobby door is closed and locked. The pilot is responsible for returning to the Aero Club the **next day** to pay his/her bill IAW paragraph 1.5.1.4. **Note:** The key on the aircraft key ring will not open the maintenance shop door, SOF office, administration area, nor the doors to the flight planning room. The SOF must be on duty for the member to have access to these areas.

3.2.15. **Cold Weather/Seasonal.** Each pilot shall arrive sufficiently in advance of a planned flight to safely and thoroughly prepare the aircraft for flight. The SOF shall not release a flight if the pilot and/or aircraft is not properly prepared.

3.2.15.1. Each PIC shall ensure he/she and his/her passengers are dressed appropriately for survival outside with the weather existing for the flight, in the event of an off-field landing.

3.2.15.2. Frost, snow, and ice shall be removed from the aircraft IAW paragraph 3.1.10.

3.2.15.3. On preflight, check the crankcase breather tube for blockage; a breather blocked with ice can cause blown engine seals, followed by engine failure due to lack of lubrication.

3.2.15.4. Aircraft, especially the Warrior/Archer, will require more priming to start. In the summer a typical cold Warrior engine will start with 2-3 strokes of priming; in the winter the same engine will require 5-6 strokes. Do not crank for more than 3-5 seconds at a time to avoid excessive battery drain. Do not pump the throttle. Reprime if necessary. After 2-3 attempts with no start check for a flooded engine. Gas dripping from the carburetor or cowling is an obvious indication. If there is any gasoline in the cowling **do not attempt a start until it is eliminated**. Then perform a flooded engine start.

3.2.15.5. If the temperature is below freezing, especially if 0° F or below, and the engine starts to fire briefly, and then refuses to fire for several attempts, likely the spark plugs have frosted. Do not continue futile attempts to start with this condition, which will only wear the battery down. If this is the case, the aircraft will have to be brought into a heated hangar until the plugs have warmed to above freezing, or the plugs will have to be removed from the engine and defrosted.

3.2.15.6. The engine will take longer to warm up after start. It may take 30-60 seconds to indicate oil pressure. Observe Approved Flight Manual no oil pressure shut down limits. Do not use excessive rpm on start and idle the engine at 1000 rpm until it has warmed up some. Wait for the oil temperature gauge to at least move from its at rest position before performing the run-up. The oil temperature must be in at least the yellow arc prior to performing the run-up on the Baron.

3.2.15.7. Exercise caution when taxiing on ice, snow, or slush; steering is more difficult and braking may be greatly diminished. Use slower speeds, wider turns, and anticipate greater braking distances.

3.2.15.8. If in a retractable gear aircraft with anything wet on the runway at takeoff, consider cycling the landing gear 2 or 3 times after safely airborne to prevent the mechanism from freezing in the gear up position.

3.2.15.9. Be cognizant that navigating over snow and ice covered topography is considerably different from navigating over the same topography when not so covered. If experience is limited, flight instruction in such operations is recommended.

3.2.15.10. The procedures in this paragraph apply under all conditions, but especially during cold weather. Be cautious of large throttle excursions in-flight. Reduce power on the Aero Club's larger (controllable propeller) engines at no more than 3-5 inches manifold pressure (map) per minute. Plan descents to avoid power settings below 1500 rpm/15 inches map. These should be considered minimums; higher power is better. If equipped, use cowl flaps in-flight to maintain proper engine temperature. Avoid low power/power off descents in training situations when the outside temperature is 0° F or below.

3.2.15.11. After landing on a wet runway, consider cycling the wing and cowl flaps several times to prevent mechanism freeze-up. Do not force the cowl flaps. Hangar the aircraft whenever possible.

3.2.15.12. Changing weather -- Cool temperatures with the winterization kit not installed. With the winterization plate removed from the oil cooler and summer weight oil (SAE 50/AV Grade 100) in the engine, expect lower than normal oil temperature and higher oil pressure. On colder days, allow for longer warm up time and avoid prolonged low power flight.

3.2.15.13 Changing weather -- Warm temperatures with the winterization kit installed. With the winterization plate installed on the oil cooler and winter weight oil (SAE 30/AV Grade 65) in the engine, expect higher than normal oil temperature and lower oil pressure. On warmer days, avoid prolonged ground runs and extended climbs to maintain oil temperature in the normal range. Closely monitor oil temperature during these conditions to preclude overheating the engine.

3.3. Clearing Authority and Clearance Procedures.

3.3.1. **Clearing Authority.** The Clearing Authority for all flights at Wright-Patterson AFB involving WPAFB Aero Club owned or leased aircraft is the WPAFB Aero Club Supervisor of Flying (SOF). The SOF has immediate authority over and is responsible for the dispatch and oversight of all flying activity of the WPAFB Aero Club and visiting military aero club pilots in military aero club aircraft initiating flights from the WPAFB Aero Club. This authority shall not be usurped by any pilot or instructor. **The SOF's prime responsibility is the safety of the flying operation.** The SOF is directly responsible to the Aero Club Manager and the Installation Commander for the safety of the WPAFB Aero Club flying operation during his/her tour of duty.

3.3.2. **Clearance Procedures.** No military aero club flight shall be initiated from WPAFB unless approved by the Clearing Authority. The Clearing Authority shall not release any flight prior to ensuring that proposed flight meets all requirements of AFMAN 34-232 and these SOPs, to include:

- (a) The pilot(s) is (are) current, qualified, and prepared for the flight.
- (b) All applicable restrictions and requirements of paragraph 3.1 have been met.
- (c) The pilot(s) has (have) reviewed applicable PIF items.
- (d) The pilot(s) and all passengers have completed a current AF Form 1585.

These items will be determined using the member's PIF Card. AF Forms 1585 for passengers shall be completed as required. The Clearing Authority shall not release any member's flight for which that member's PIF Card has been placed in the Manager Referral Section of the Non-current PIF File until the manager clears that member for flying privileges. The Clearing Authority shall not release any member's flight for which that member's PIF Card has been placed in the Delinquent Account Section of the Non-current PIF File until the delinquent account has been settled in full.

3.3.2.1. No military aero club flight shall be initiated from WPAFB unless a designated and dedicated SOF is present and on duty. "Designated" means scheduled during normal WPAFB operating hours or otherwise indicated by the Manager, and that the Manager approves the Aero Club to be open conducting flying operations. "Dedicated" means that the individual is present and performing only SOF duties during the time in which he/she is serving as SOF. Exceptions to this procedure are allowed for:

(a) Cross-country flights scheduled to takeoff during hours the WPAFB Aero Club is closed, provided the PIC and any other Aero Club member who will perform pilot duties have complied with all requirements of paragraph 3.3.2. The PIC will make arrangements to present all required documentation except a current weather briefing to an Operations Supervisor or the Manager during the duty day prior (normally) to the scheduled departure. The Operations Supervisor or Manager shall review all planning and documentation, including all applicable pilot currencies required for the proposed flight, IAW paragraph 3.3.2. A reasonable assessment of weather shall be made based on the outlook or forecasts available at the time. If all requirements of paragraph 3.3.2 are satisfied, the Operations Supervisor or Manager may sign the DD Form 175 Clearing Authority block and place the following separately signed endorsement in the Remarks section: "Approved for Aero Club early (late) departure on (date). (Signature)." Base Operations has authenticated signatures on file for these Aero Club officials, and will

only accept flight plans with one of their signatures. Copies of this memorandum signed by the Aero Club Manager shall be kept on file at the Aero Club and in the SOF Manual Volume I. The PIC should obtain the aircraft keys which includes a key to the front door, so that he/she may access the Aero Club for final flight preparations. The PIC may file the pre-approved flight plan with WPAFB Base Operations (Bldg 206) when preparing for departure. Prior to departure, the PIC shall leave all documentation required under paragraph 3.3.2.1 on the Aero Club operations counter. The next duty SOF shall place the flight plan original copy in the designated file and the other required documentation in the appropriate aircraft Blue Book slot. Student pilot solo flights shall not be approved for early or late departures under this paragraph.

(b) Transient aircraft from other military aero clubs whose pilots choose to file and initiate flight from WPAFB Base Operations. A PIC of such a flight may act as his/her own Clearing Authority.

3.4. Grounding Authority and Grounding/Ungrounding Procedures.

3.4.1. The WPAFB Aero Club Manager, Chief Instructor, Operations Supervisors, and SOFs have the authority to ground military aero club members from flying privileges involving the use of WPAFB Aero Club aircraft and facilities. A member is automatically grounded for failing to meet any currency (no PIC or required pilot duty), qualification (no PIC or required pilot duty), or other flight prerequisite IAW FARs, AFMAN 34-232, or these SOPs. A member is also automatically grounded if he/she has failed to meet financial or member in good standing requirements under paragraph 1.5. The PIF card for any member grounded under paragraph 1.5 shall be placed in the Non-current PIF Card File IAW paragraph 2.4.4.2(c).

3.4.2. The WPAFB Aero Club Manager, Chief Instructor, Operations Supervisors, SOFs, and Instructors have the authority to stop any flight activity and/or ground any military aero club member when, in his/her judgment, flight safety may be compromised. Gross or willful negligence, willful misconduct, or disregard for safety or discipline shall be referred to the WPAFB Aero Club Manager for possible disciplinary action under paragraphs 1.3.4 and/or 1.3.5, and the member's PIF Card shall be placed in the Manager Referral section of the Non-current PIF Card File IAW paragraph 2.4.4.5.

3.4.3. Except for the unexcused absence from two or more consecutive Safety Meetings under paragraph 1.7.2.1, upon rectifying the condition which caused the grounding under paragraph 3.4.1, the WPAFB Aero Club Manager, Chief Instructor, an Operations Supervisor, or the SOF may return the member's flying privileges. The Manager, Chief Instructor, an Operations Supervisor, or the SOF may return the flying privileges of a member grounded under paragraph 3.4.2 not involving the gross or willful negligence, willful misconduct, or disregard for safety or discipline proviso.

3.5. Emergency Procedures. These procedures are written especially with student and low time non-instrument rated pilots in mind, but are applicable to all pilots.

3.5.1. Emergency (Local Area).

3.5.1.1. In the event an Aero Club pilot experiences any type of an emergency, contact should be established with Patterson Tower (126.9), or Dayton Approach (118.85/126.5), as the situation warrants. Both facilities also monitor the emergency frequency (121.5). Do not hesitate to declare an emergency if the situation warrants, you require deviation from the FARs to safely resolve the situation, you require traffic priority, or desire emergency vehicles at the runway. If an emergency is declared at WPAFB, emergency vehicles will be positioned near the runway and will likely follow the aircraft down the runway on rollout. **Maintain aircraft control as priority over radio communications.**

3.5.1.2. When communication is established with Patterson Tower, the pilot shall request the tower to notify and obtain assistance from the Aero Club Supervisor of Flying (SOF). With tower's permission, the SOF may use tower's frequency to communicate with the emergency aircraft during an emergency.

3.5.1.3. If time and the situation warrant, contact the Aero Club SOF directly on 123.5. He/she will be able to give or obtain expertise and assistance on matters such as emergency procedures, weather/winds, aircraft limits and systems, etc. Coordinate with the SOF and tower for any planned flyby for landing gear down/damage verification, etc. If landing off-airport or when a crash is possible, unlock the door(s), windows, and/or canopy before final approach to landing, circumstances permitting.

3.5.1.4. Once the aircraft has landed, the authority for emergency termination transfers automatically from the PIC to the On the Scene Commander (OSC) who is normally the Fire Chief. Follow the emergency team's directions. The PIC remains responsible for his/her aircraft and all occupants to the extent that circumstances permit.

- (a) After coming to a stop, unbuckle seat belts, shoulder harnesses, and restraints.
- (b) If there is a fire and fire trucks are present, the aircraft will be sprayed with agent immediately.
- (c) Turn off all fuel, electrical, and ignition switches, if possible.
- (d) Evacuate all onboard the aircraft to a safe distance as soon as possible, if there is no emergency team present. Do not approach the aircraft until it is determined there is no fire or explosion hazard.
- (e) If still in the aircraft as the emergency team approaches, hold up the ignition key to indicate the engine is inoperative and the propeller area is safe.
- (f) When the emergency is terminated, ask the OSC not to move the aircraft if possible until Aero Club management or maintenance has arrived.

3.5.1.5. If the aircraft is landed with damage or a hard landing at another airport, or is landed off-airport, or at an unqualified airport, it **SHALL NOT BE FLOWN WITHOUT SPECIFIC AUTHORIZATION FROM THE AERO CLUB MANAGER**. Phone the Aero Club at (937) 879-4710, (937) 257-7714/7950.

3.5.2. **Emergency (Cross-country).**

3.5.2.1. In the event an Aero Club pilot experiences any type of an emergency, mentally compute a course, distance, and ETE/ETA for a rough dead reckoning (DR) solution to the nearest suitable airport. An airport with a control tower will be able to provide greater assistance, but do not pass up a closer uncontrolled airport. Immediately turn to this course. You can refine your DR as time permits. Cross check the heading indicator with the magnetic compass and reset if there is significant error.

3.5.2.2. Contact the nearest Flight Service Station (FSS) on 122.2 (or get a specific FSS and frequency from your sectional chart) (Call Sign, "____ RADIO"). State you're "Emergency" on your initial call. Update your flight plan, stating your present position, new destination, and ETA. Request weather and NOTAMs for your new destination. Request the frequency on which to contact the nearest radar approach control (can also get from your sectional chart) or air route traffic control center (ARTCC). Copy all requested information in writing. **Maintain aircraft control as priority over radio communications.**

3.5.2.3. Contact the radar approach control (Call Sign, "____ APPROACH") or ARTCC (Call Sign, "____ CENTER"), stating you're "Emergency", present position in terms of a VOR radial or visual checkpoint, and altitude, and that you're transponder equipped. When they reply, ask them for vectors to your destination and traffic advisories. ATC will most likely direct you to squawk a specific transponder code and push the IDENT button. As soon as they have you in positive radar contact, ask them for any other assistance you desire. Do not hesitate to declare an emergency if the situation warrants, you require deviation from the FARs to safely resolve the situation, you require traffic priority, or desire emergency vehicles at the runway (if available).

3.5.2.4. If unable to contact any of the above, attempt contact with any ATC facility or FSS on the emergency frequency 121.5. If not successful, attempt contact on 122.7, 122.725, 122.8, 122.95, 122.975, 123.0, 123.05, or 123.075 (UNICOMs). Explain your situation and request assistance.

3.5.2.5. Once on the ground, secure the aircraft as applicable, and phone the Aero Club to report the situation, pilot/passenger status, and aircraft status and location. (937) 257-7714/7950, (937) 879-4710. If the aircraft has been damaged, experienced a hard landing, landed off-airport or at an unqualified airport, it **SHALL NOT BE FLOWN WITHOUT SPECIFIC AUTHORIZATION FROM THE AERO CLUB MANAGER**. Refer to the Grounding Away from Home Base procedure in paragraph 1.8.9.1 for maintenance.

3.6. Lost Communications Procedures.

3.6.1. Lost Communications (Local Area).

3.6.1.1. Determine your present position.

3.6.1.2. Land at an Aero Club qualified uncontrolled airport in the local area. Preference is given to Greene County or Dayton-Wright Brothers as they are hard surfaced, attended during most of the day, and outside the Dayton Class C airspace. Other suitable airports include Clinton Field, Hook Field Muni, or Lebanon-Warren County. Do not land at Springfield-Beckley Muni unless you have determined that the control tower is NOT in operation.

3.6.1.3. Phone the Aero Club (937) 879-/4710, (937) 257-7714/7950. The Supervisor of Flying (SOF) will arrange a clearance and arrival time with Patterson Tower for you to land NORDDO (NO RaDiO) at Patterson. You will be given the specific active runway to land on. Make your assigned arrival time in the Patterson Class D airspace at normal pattern altitude with your landing light on, squawking 7600. Consider blind position calls unless you have confirmed your transmitter inoperative.

3.6.1.4. Enter the traffic pattern on a normal 45-degree angle to downwind, unless briefed to do otherwise by the SOF when arranging the arrival. Monitor the tower (located approximately mid-field to the northwest of the long runway) for light gun signals. Tower will also transmit instructions/clearances on the radio against the possibility that the aircraft's receiver may be operational.

3.6.1.5. After landing, leave the runway at the first available exit after slowing to a safe speed and monitor tower for light signals. Do not back taxi an active runway. Turn the transponder to STBY or OFF. Do not cross an active runway without receiving a flashing green light at that runway intersection.

3.6.2. Lost Communications (Cross-country).

3.6.2.1. Check the ammeter and aircraft electrical system. Turn on a high current usage item such as pitot heat and watch for an increase in the ammeter reading. If ammeter reading zero, electrical system may be failed. Refer to Electrical Failure Emergency Checklist. If electrical system is OK, the radio may be inoperative. Try the other radio. Attempt contact with another facility (tower, UNICOM, Flight Service Station (FSS), approach control). If no contact and you have no other problems as a student pilot, proceed to the closer of your departure airport (unless a high density traffic tower controlled airport) or your destination (unless a high density traffic tower controlled airport). If both your departure and destination airports are high density traffic airports, consider diverting to the nearest suitable airport to land. If a rated pilot on a long-range cross county, consider diverting to an airport within reasonable distance where the radio can be repaired.

3.6.2.2. Squawk 7600. With the landing light on, fly over the destination airport at least 500 ft above the traffic pattern altitude to determine winds and traffic. Proceed to well outside the traffic pattern (3 nm) to descend and enter the pattern from a normal 45-degree angle to downwind. Consider blind position calls, as you might have a receiver only failure. **Be especially alert in clearing for other traffic.** If the airport is tower controlled, find the control tower as early as possible and look for light gun signals. Listen for tower instructions/clearances, as you might have a transmitter only failure.

3.6.2.3. After landing, leave the runway at the first available exit after slowing to a safe speed and monitor tower for light signals at a controlled field. Turn the transponder to STBY or OFF. Do not cross an active runway without receiving a flashing green light at that runway intersection.

3.6.2.4. Phone FSS (800) WX BRIEF (992-7433) to close your flight plan if it was opened, and advise if you diverted from your filed destination.

3.6.2.5. Phone the Aero Club (937) 879-4710, (937) 257-7714/7950. Advise the Supervisor of Flying of your status. The Aero Club Manager will determine whether to get the radio fixed prior to flight or authorize a NORDO (NO RaDiO) return flight, depending on the circumstances.

3.7. Lost Procedures. These procedures are written especially with student and low time non-instrument rated pilots in mind, but are applicable to all pilots.

3.7.1. Lost (Local Area).

3.7.1.1. If you can determine that you are within 50 nm of Patterson AFB, tune in the Patterson VOR on 115.2 on the nav receiver. Its specified range is 25 nm, but you likely may be able to receive it at greater ranges. If a red flag appears on the VOR, you may have to climb to a higher altitude for reception.

3.7.1.2. Identify the VOR with the Morse Code (. . . , . . . , - - -) identifier for FFO. Rotate the OBS (Omni Bearing Selector) until the indicator shows TO with the needle centered. Turn the aircraft until the heading approximates the OBS TO course. If the heading indicator does not agree with the magnetic compass, adjust the heading indicator to agree, and again turn to the desired heading. You are now headed towards Patterson AFB.

3.7.1.3. Rotate the OBS until the needle is centered with FROM in the window. This will give you the radial you are on from Patterson VOR. Plot this radial on your sectional. If you can receive DME tuned to 115.2, you can now determine your position.

3.7.1.4. Without DME, tune in another VOR while maintaining your present heading toward Patterson. Relative to Patterson, Springfield VOR 113.2 is east, Midwest VOR 112.9 is southeast, Dayton VOR 114.5 is northwest, and Rosewood VORTAC 117.5 is north. Repeat paragraph 3.7.1.3 to determine the radial you are on for the selected VOR. The intersection of the radials will give you your approximate position. Determine an approximate time and heading to return to Patterson.

3.7.1.5. Tune 118.85 or 126.5 on the comm radio and contact Dayton Approach. Tell them you're a student pilot (if applicable), your position, that you are transponder equipped, are returning to Patterson, and are requesting flight following. If you are still unsure of your position, **request their assistance.**

3.7.1.6. If unable to determine your position and cannot contact approach control, contact a Flight Service Station (FSS) (Call Sign, "RADIO") on 122.2, 122.3, 122.4 (Dayton FSS discrete frequency is 122.55), Patterson Tower on 126.9, Dayton Tower on 119.9, or Springfield-Beckley Tower (when operating) on 120.7 and explain your situation, request a DF steer (FSS) or radar assistance (control towers).

3.7.1.7. If contact cannot be made on the above frequencies, use 122.7, 122.8, 122.95, 123.0, 123.05 (UNICOMs), or 121.5 (emergency frequency) to contact any facility explaining your situation and request assistance.

3.7.1.8. There are many airports in the local area. If radio contact cannot be established, land at the nearest suitable airport. If the airport appears to have a control tower, contact may be made on 121.5. **IF YOU HAVE LANDED AT AN UNQUALIFIED AIRPORT, DO NOT TAKE OFF WITHOUT SPECIFIC AUTHORIZATION FROM THE AERO CLUB MANAGER. IF YOU ARE A STUDENT PILOT AND HAVE LANDED AT AN AIRPORT FOR WHICH YOU HAVE NOT BEEN ENDORSED, DO NOT TAKE OFF AGAIN**

UNTIL YOU HAVE COORDINATED WITH THE AERO CLUB MANAGER, SUPERVISOR OF FLYING, CHIEF FLIGHT INSTRUCTOR, OR YOUR FLIGHT INSTRUCTOR. Phone (937) 879-4710, (937) 257-7714/7950.

3.7.1.9. Remember the Four Cs when lost: **CONFESS, CLIMB, COMMUNICATE, and COMPLY**. Consider a Fifth C: **CONSERVE**. Unless headed toward a destination, conserve fuel by flying best endurance (35-40%) power (2000 rpm in the Warrior/Archer/Skyhawk is a reasonable approximation). Use carburetor heat on the Skyhawk whenever power is reduced below the tachometer green arc (2100 rpm).

3.7.2. Lost (Cross-country).

3.7.2.1. Determine your approximate position by plotting your distance traveled (GS X time) and heading since last known position. (Cross check the heading indicator with the magnetic compass and reset if there is a significant error.) This will give you a general idea of your position.

3.7.2.2. Determine from this position on your sectional map the location of the nearest two VORs, or a VOR radial and DME tuned to that VOR. (See the procedure for Lost (Local Area) to determine VOR radials.) Plot intersecting radials from the two VORs. Alter your course (if required) and compute dead reckoning (DR) heading and time to reach your destination.

3.7.2.3. If unable to determine your position, but you believe you are within approximately 40-50 nm of a radar approach control (RAPCON) (Class B or C, Terminal Radar Service Area (TRSA), or Military), get their frequency from your sectional chart, call them (Call Sign, "____ APPROACH"), identifying yourself (as a student pilot, if applicable), giving the VOR and radial you are on, stating you are transponder equipped, and asking for radar vectors to your destination if it is within their coverage area, or to the nearest suitable airport. Approach control will most likely direct you to squawk a specific transponder code and push the IDENT button. As soon as they have you in positive radar contact, ask them to tell you your position relative to a VOR and plot this position on your chart. Follow approach control's directions and headings, keeping track of your position through use of DR, pilotage, and VOR.

3.7.2.4. If unable to determine your position and cannot contact a radar approach control, call a Flight Service Station (FSS) (Call Sign, "RADIO") on 122.2 (or get a specific FSS and frequency from your sectional chart) and identify yourself, giving the VOR and radial you are on and ask for a DF steer to your destination or nearest airport. **IF YOU ARE A STUDENT PILOT AND DO NOT LAND AT YOUR FLIGHT PLANNED DESTINATION, DO NOT TAKE OFF AGAIN UNTIL YOU HAVE COORDINATED WITH THE AERO CLUB MANAGER, SUPERVISOR OF FLYING, CHIEF FLIGHT INSTRUCTOR, OR YOUR FLIGHT INSTRUCTOR.**

3.7.2.5. Beside a DF steer, a FSS can also help you by giving you the name and frequency for the nearest approach control, air route traffic control center (ARTCC), or tower which may be able to help you. FSS can also check weather and NOTAMs for the latest status of nav aids or facilities which you want to use.

3.7.2.6. If unable to contact a FSS, tune to 122.7, 122.725, 122.8, 122.95, 122.975, 123.0, 123.05, 123.075 (UNICOMs), or 121.5 (emergency frequency) to contact any facility explaining your situation and request assistance. If you find an airport to land at which appears to have a control tower, contact may be made on 121.5.

3.7.2.7. If you are a student pilot or have limited night experience, have not found an airport, and darkness is approaching, **select a suitable field and accomplish an off-airport landing while you can still see the terrain.** DO NOT FLY THE AIRCRAFT FOLLOWING AN OFF-AIRPORT LANDING OR LANDING AT AN UNQUALIFIED AIRPORT UNLESS SPECIFICALLY AUTHORIZED BY THE AERO CLUB MANAGER. Phone (937) 879-4710, (937) 257-7714/7950.

3.7.2.8. Remember the Four Cs when lost: **CLIMB, COMMUNICATE, CONFESS, and COMPLY**. Consider a Fifth C: **CONSERVE**. Unless headed toward a destination, conserve fuel by flying best endurance (35-40%) power (2000 rpm in the Warrior/Archer/Skyhawk is a reasonable approximation). Use carburetor heat on the Skyhawk whenever power is reduced below the tachometer green arc (2100 rpm).

3.8. Deteriorating Weather Procedures. These procedures are written especially with student and low time non-instrument rated pilots in mind, but are applicable to all pilots.

3.8.1. Encountering Deteriorating Weather (Local Area).

3.8.1.1. Determine your position.

3.8.1.2. If the weather is advancing toward your position, **head away from the weather**. Determine a suitable airport for landing in your direction of flight.

3.8.1.3. If time permits, call Dayton Flight Service Station (FSS) (Call Sign, "DAYTON RADIO") on 122.55 or 122.2 to determine the status of local weather conditions. You may also contact the Aero Club SOF on 123.5, who has access to near real time weather radar data, and local area observations and forecasts.

3.8.1.4. If you are uncertain of your position, call Dayton Approach on 118.85 or 126.5 and explain that you are experiencing deteriorating weather and whether you are instrument rated and equipped. If applicable, state that you are a student pilot. Give the controller your approximate position using your chart, the Patterson VOR 115.2, the Springfield VOR 113.2, the Midwest VOR 112.9, the Dayton VOR 114.5, and/or the Rosewood VORTAC 117.5. These VORs all have DME. Also give the controller your altitude and heading, and tell him/her that you are transponder equipped and desire radar vectors to the nearest suitable airport in a direction away from the weather. Do not delay turning away from the weather waiting for the vector. Weather fronts and storms can advance at 40 kts or more.

3.8.1.5. Get the airplane on the ground at the nearest suitable airport. However, use caution since gusty winds preceding the weather might create a difficult crosswind condition. If that condition exists, ask for vectors to the nearest airport away from the weather that will allow you to land without exceeding your crosswind capabilities/limits.

3.8.1.6. After landing, secure the aircraft through the use of a hanger or tiedown facilities. Call the Aero Club at (937) 879-4710 (937) 257-7714/7950. Inform the SOF of your actions and status. He/she will take care of coordination with Base Operations and work with you on either returning with the airplane when safe, or getting you transportation home. Wright-Patterson Base Weather is (937) 257-3102.

3.8.1.7. With the many airports in the local area, an off-airport landing should not be required for deteriorating weather. However, if circumstances should necessitate an off-airport landing, refer to the emergency section of these procedures and your Flight Manual. **DO NOT FLY AN AIRCRAFT THAT HAS BEEN LANDED OFF-AIRPORT OR AT AN UNQUALIFIED AIRPORT UNLESS SPECIFICALLY AUTHORIZED BY THE AERO CLUB MANAGER.**

3.8.1.8. Remember, there are **numerous high towers in the local area, some over 1000 ft agl near Dayton**. Flying at altitudes below 500 ft agl due to a lowering ceiling should not be attempted in an effort to return to Patterson AFB.

3.8.2. Encountering Deteriorating Weather (Cross-country).

3.8.2.1. Determine your position.

3.8.2.2. If the weather is rapidly advancing toward your position, head away from the weather prior to attempting to radio contact any facility. Weather fronts and storms can advance at 40 kts or more. Determine the nearest suitable airport in your direction of flight at which you can land. Exercise caution with regard to crosswind and wind gusts.

3.8.2.3. Contact a Flight Service Station (FSS) (Call Sign, "____ RADIO") on 122.2 (or get a specific FSS and frequency from your sectional chart) for a summary of weather in the immediate area and your route or new route and new destination. You can obtain en route conditions (not terminal forecasts) and Pilot Reports (PIREPs) from En route Flight Advisory Service (EFAS) (Call Sign, "FLIGHT WATCH") on 122.0. Reception is guaranteed at 5,000 ft agl or above. State your position relative to the nearest VOR on the initial call.

3.8.2.4. Determine if you can circumnavigate the weather.

3.8.2.5. If circumnavigation is impossible, turn away from the weather, determine the location of the nearest suitable airport in the new direction of flight. Determine if your fuel remaining will allow you to make the airport. If unsure of your position, contact a radar approach control or air route traffic control center (ARTCC) for vectors to the airport (See the Lost (Cross-country) Procedure) and away from the weather. Tell the radar facility if you are not instrument rated or equipped. State you are a student pilot, if applicable. Notify the FSS of your flight plan change.

3.8.2.6. Upon landing, secure the aircraft in a hangar or with tiedowns. Be sure to close your flight plan with a FSS or other ATC agency. Notify the Aero Club where you have landed and if this deviation will cause a delay in your estimated return time/date. (937) 879-4710, (937) 257-7714. **IF YOU ARE A STUDENT PILOT, DO NOT TAKE OFF AGAIN UNTIL YOU HAVE BEEN CLEARED BY THE AERO CLUB MANAGER, SUPERVISOR OF FLYING, CHIEF FLIGHT INSTRUCTOR, OR YOUR FLIGHT INSTRUCTOR.** The phone number for the nearest FSS is (800) WX BRIEF (992-7433).

3.8.2.7. If your fuel remaining or the weather deterioration will not allow you to reach an alternate airport, select a suitable field and make an emergency off-airport landing. Advise any available ground station or other aircraft of your landing location before final descent. **Do not continue into deteriorating weather searching for a landing spot. DO NOT FLY AN AIRCRAFT THAT HAS BEEN LANDED OFF-AIRPORT OR AT AN UNQUALIFIED AIRPORT UNLESS SPECIFICALLY AUTHORIZED BY THE AERO CLUB MANAGER.**

3.9. Weather Recall and Aircraft Evacuation Procedures.

3.9.1. Pilots of all aero club aircraft in the WPAFB Aero Club Local Area will monitor WPAFB Aero Club Operations (123.5 MHz) in the second receiver when the aircraft has dual communication radios and the second radio isn't needed for other communications. Pilots of aircraft in the local area equipped with only a single communication radio will monitor Aero Club Operations when that radio isn't being used for other communications. As the SOF is not able to monitor the Aero Club Operations radio at all times, pilots of aero club aircraft equipped with only a single communication radio in the local area have the option of monitoring Patterson Tower (126.9 MHz) in order to have instantaneous communications in the event of a time critical emergency, such as engine failure. Pilots of all aero club aircraft shall immediately respond to and comply with SOF direction regarding weather recall/diversion/hold clear.

3.10. Bird Hazard Procedures. *Bird Aircraft Strike Hazard (BASH) Plan* (WPAFB Plan 91-212) procedures shall be implemented by the SOF for operations at WPAFB airfield. The BASH Plan is located in the flight planning area as part of reference material Bird Watch Conditions will be transmitted via Patterson ATIS and to the Aero Club over the Local Information Distribution System (LIDS) and posted for pilot review.

3.10.1. **Bird Watch Condition Low.** Normal bird activity on the airfield with minimal bird hazard. Normal bird strike precautions in effect.

3.10.2 **Bird Watch Condition Moderate.** 15-30 small birds/5-20 large birds on or in close proximity to taxiway and infield areas, or 15-30 small birds/up to 5 large birds on or above the runways, in the approach/departure areas or areas likely to infringe on aircraft flight paths. Requires increased vigilance and caution on the part of pilots. Aero Club pilots will consider limiting VFR approaches to the minimum necessary consistent with the mission and limiting practice instrument approaches to low approaches. Aero Club pilots shall turn on landing/taxi lights while in the traffic pattern.

3.10.3. **Bird Watch Condition Severe.** More than 30 small birds/20 large birds on or in close proximity to taxiway and infield areas, or more than 30 small birds/5 large birds on or above the runways, in the approach/departure areas or areas likely to infringe on aircraft flight paths. Aero Club aircraft will not initiate flight without the WPAFB Aero Club Manager's approval. Airborne Aero Club aircraft shall plan only a single approach with a full stop landing at WPAFB. Aero Club pilots shall turn on landing/taxi lights while in the traffic pattern.

3.10.4. **Reporting.**

3.10.4.1. Each pilot experiencing a bird strike shall submit a report IAW WPAFB Plan 91-212, Annex R, Appendix 1.

3.10.4.2. Each pilot shall report real-time to tower/ground or on CTAF, as applicable, all observations of higher than normal or hazardous bird activity affecting airport operational safety.

3.10.5 **Other.** Applies especially during migratory seasons. The Ohio and Mississippi River Valleys are major flyway routes and WPAFB Aero Club local and cross-country training routes are in close proximity and actually overlap in several instances. The human pilot definitely has the "see and avoid" responsibility in these situations. Wright-Patterson AFB has significant populations of starlings, doves, hawks, geese, ducks, deer, fox, and ground hogs. The animals become even more prevalent during hunting and mating seasons and are more active at the hours of dawn and dusk.

3.10.5.1. Each pilot should have a Go/No Go strategy should a bird (or animal) strike occur on takeoff, considering runway remaining, obstacles, nature/uncertainty of damage, and weather.

3.10.5.2. Each pilot should always be prepared to go-around in the landing pattern. Get situation awareness from the Bird Alert Condition, other pilots and controllers on the radio, continually scanning the traffic pattern and runway.

3.10.5.3. En route, avoid flyways and wildlife refuges, and stay high (above 2000 ft agl; the higher, the better). However, some geese and birds of prey have been known to fly at altitudes that a trainer aircraft would have difficulty reaching.

3.10.5.4. If a bird is spotted on a collision course, it is generally better to pull up. If the bird spots the aircraft, it is likely to try to dive underneath. Also, a bird strike in the belly of the aircraft is usually better than one through the windscreen.

3.10.5.5. If a windscreen impact appears unavoidable, occupants should duck or turn their heads away. If the bird comes through the windscreen, this will lessen the chance of being blinded. If the windscreen is taken out, the typical light single-engine airplane will likely not be able to maintain level flight even with full power. The pilot should anticipate executing a breezy, turbulent off-field landing in a very high drag vehicle.

3.10.5.6. If landing at an uncontrolled field or one with little recent traffic, consider flying a low approach to the desired runway. This will allow the pilot to observe not only runway conditions, but also to drive any wildlife off the runway. As an alternative, consider overflying the runway at a minimum of 500 ft agl IAW paragraph 3.2.12.6.

3.11. Alternate Airfield Procedures.

3.11.1. Each PIC, as a part of preflight planning, shall familiarize himself/herself with alternate airfields which could be used on any flight in the event diversion becomes necessary due to runway closure, out of limit winds/RCR, weather, fuel remaining, radio failure, or any emergency. In-flight, the PIC shall exercise prudent judgment by continuously being aware of the relative bearing and distance to the nearest alternate airfield. A prepared "Diversion Chart" is located in the "RED BOOK" in each aircraft for ready reference.

3.11.2. IFR alternate for filing purposes shall be IAW FAR Part 91.

3.12. Simulator/Flight Training Device (FTD)/Personal Computer-Based Aviation Training Device (PCATD) Procedures.

3.12.1. Only WPAFB Aero Club members or members of other DoD aero clubs on reciprocal membership privileges may use a WPAFB Aero Club Flight Training Device or PCATD.

Chapter 4

STUDENT PILOT PROCEDURES

4.1. Applicability. This chapter contains the restrictions, requirements, and procedures applicable to student pilots flying in the WPAFB Aero Club. Restrictions, requirements, and procedures given in other chapters of these SOPs apply to student pilots unless covered in this chapter, in which case the procedures of this chapter take precedence. For purposes of this chapter, a student pilot is an individual taking flight training toward the Private Pilot Certificate who possesses no Pilot Certificate, an FAA Student Pilot Certificate, or an FAA Recreational Pilot Certificate. Except for paragraphs 4.2.2.3, 4.2.2.4, 4.2.11, and 4.3.6, and those requirements of paragraphs 4.2.2.1 and 4.2.2.2 pertaining solely to student pilots, this chapter also applies to a rated pilot training for an aircraft category for which he/she is not certificated. Refer to paragraph 2.1.9 for requirements to authorize a rated pilot solo training privileges for an aircraft class for which he/she is not certificated, or for which he/she has an operating limit or restriction placed on his/her pilot certificate prohibiting acting as PIC under the stated operation or flight condition.

4.2. Restrictions and Requirements.

4.2.1. **PIF Card.** The student pilot shall have a PIF Card established for him/her by his/her Aero Club Flight Instructor prior to the first flight. As a minimum, the PIF Card shall have the following information recorded:

4.2.1.1. AF Form 653 shall be filled out IAW paragraph 2.4.1.1 and headings established IAW paragraph 2.4.1.2. "FAA Pilot Rating" is entered in pencil as "Student." (A rated pilot in training for an additional category shall not be entered as "Student," but with the pilot category and class certificate held.)

4.2.1.2. AF Form 654 shall be filled out IAW paragraphs 2.4.2.1, 2.4.2.2, 2.4.2.3, 2.4.2.6, and 2.4.2.7. "FAA Pilot Rating" is entered in pencil as "Student." (A rated pilot in training for an additional category shall not be entered as "Student," but with the pilot category and class certificate held.) The "Medical Expires" information is not required until the student obtains a Student Pilot/Medical Certificate. The student pilot shall meet Safety Meeting attendance requirements IAW paragraph 1.7.2, commencing with the first Safety Meeting held after becoming an aero club member. Paragraph 2.4.2.8(a) information shall be entered by the Manager, if applicable.

4.2.2. Solo Qualifications.

4.2.2.1. **Solo other than cross-country.** Training shall be accomplished by a qualified Aero Club Instructor IAW the FAR Part 141 approved course syllabus, FAR Part 61, and these SOPs, as applicable. Clearance qualifications are IAW paragraph 3.3.2.5. Required written examinations shall be accomplished and graded IAW Attachment 2-1, WPAFB Aero Club Pilot Checkouts, paragraph 5a. The Individual Make and Model Aircraft Emergency Procedures Written Examination shall be current within the preceding 12 calendar months. The student pilot shall have been briefed by his/her Aero Club Flight Instructor and shall be familiar with Attachment 2-1, WPAFB Aero Club Pilot Checkouts, paragraph 5, items c(1) through c(13). Paragraph 3.3.2.5, item (m) shall be accomplished if the student is to conduct solo flights to another airport within 25 nm of Wright-Patterson AFB. The information required to be annotated on the PIF Card by paragraph 3.3.2.5 shall be accomplished IAW paragraphs 2.4.1 and 2.4.2.

4.2.2.2. **Solo cross-country.** Training shall be accomplished by a qualified Aero Club Instructor IAW the FAR Part 141 approved course syllabus, FAR Part 61, and these SOPs, as applicable. Clearance qualifications are all items in paragraph 4.2.2.1 excluding items (m) and (v), plus paragraph 3.3.2.5, items (f), (n), (o), (r), and (s). The Pre-solo Cross-Country Written Examination shall be accomplished and graded IAW Attachment 2-1, WPAFB Aero Club Pilot Checkouts, paragraph 5a. The information required to be annotated on the PIF Card by paragraph 3.3.2.5 shall be accomplished IAW paragraphs 2.4.1 and 2.4.2. The Pre-solo Cross-Country Written Examination requirement is waived if the student pilot has successfully passed the FAA Private Pilot Knowledge Test and a copy is in his/her training folder.

4.2.2.3. All dual portions of supervised solo flights shall include three satisfactory student pilot landings and one go-around at the airfield where the student will solo. The Aero Club Flight Instructor shall ensure student proficiency and be present at the airport to observe the solo portion of the flight.

4.2.2.4. Prior to a student pilot's first solo flight, the student pilot must have satisfactorily completed the FAR Part 141 approved Private Pilot Course syllabus solo stage check with the Chief / Assistant Chief Flight Instructor OR Phase Check Instructor.

4.2.2.5. No student pilot shall fly more than 10 hours solo nor exceed 30 days without a dual proficiency flight.

4.2.2.6. No student is authorized to solo taxi an aircraft who has not been authorized for solo flight IAW the FARs.

4.2.3. **Baggage/Cargo.** No student pilot shall carry cargo or baggage on a solo flight other than that required to conduct the flight IAW the training syllabus.

4.2.4. **Flight Plans.** A student pilot on an approved training flight is authorized to sign, file, open, and close a VFR flight plan as PIC under the following conditions:

(a) A student pilot qualified to conduct solo flight in the local area shall sign the *WPAFB Aero Club Flight Plan Log* after properly completing it.

(b) A student pilot qualified to conduct solo cross-country flight shall file a cross-country flight plan on DD Form 175, *Military Flight Plan*, or FAA Form 7233-1, *FAA Flight Plan*, as appropriate, for those cross-country routes and airports authorized by his/her Aero Club Flight Instructor. A student pilot shall file a separate flight plan for each leg of all solo cross-countries.

(c) A student pilot taking the FAA Practical Test directly from WPAFB is authorized to sign, file, open, and close a flight plan as PIC for the flight examination. If flying to/from another airport to take the FAA Practical Test, the student is also authorized to sign, file, open, close a local or cross-country flight plan, as authorized and endorsed by his/her Aero Club Flight Instructor IAW the FARs and these SOPs.

4.2.4.1. Each student pilot filing a DD Form 175 for a solo cross-country shall include each leg on a separate line. The proposed departure time from each airport and ETE for each leg shall be included. The student shall take into consideration a reasonable estimate of the ground time at each airport when filling out the DD Form 175. The minimum planned ground time at a cross-country airport shall be 30 minutes. The remarks section shall contain the statement "Student pilot," the total time en route, and the airport(s) at which the aircraft will be refueled. After accepting and approving the DD Form 175, the Clearing Authority will submit the first leg to WPAFB Base Operations as a flight plan, including the remark: "Student pilot."

4.2.5. **Fueling/Refueling.** No student pilot shall initiate solo flight in an aircraft unless it is fueled to the quantity given in paragraph 3.2.13.5 and Table 3-3. A student pilot on any solo cross-country flight shall refuel at least once at an authorized en route stop. A student pilot on a solo cross-country with a total en route *flight* time of more than three hours shall completely refuel at the first authorized en route stop and may refuel at any other authorized en route stop.

4.2.6. **Weather Minimums.** A student pilot shall not fly solo unless the current and forecast weather for the location, area, or planned cross-country route, as applicable, is at or above the minimums in Table 4-1.

4.2.7. **Wind Limits.** Solo student pilots shall comply with the wind limits depicted at Attachment 3-1. Current and forecast winds shall be used in determining compliance with this paragraph.

4.2.7.1. No student pilot shall fly solo during any period when surface winds including peak gusts at any intended point of takeoff or landing exceed 12 knots. A student may be authorized solo flight by his/her Aero Club Flight Instructor with surface winds greater than 12 knots up to and including 30 knots (25 knots for high wing aircraft). Such authorization shall be placed in the student pilot's logbook and on the student pilot's PIF Card IAW paragraph 2.4.2.3.

4.2.7.2. No student pilot shall fly solo during any period when surface crosswind component, including peak gusts and worst case direction if direction is variable, for the most optimally aligned usable runway at any intended point of takeoff or landing exceeds 10 knots.

4.2.7.3. If total wind exceeds authorized limits after a student pilot initiates solo flight in the local area, he/she shall terminate the flight as soon as practicable at Wright-Patterson AFB. If crosswinds exceed authorized limits after a student pilot initiates solo flight in the local area, he/she should land on a runway for which the crosswind is within authorized limits, or if this becomes impossible, on the runway most nearly aligned with the wind, considering runway width. If the selected airport is not one for which the student pilot is authorized solo landings, the student pilot shall attempt to contact the SOF for coordination and authorization prior to landing.

4.2.7.4. If wind exceeds authorized limits at a cross-country destination after a student pilot departs the local area on a solo cross-country flight, he/she shall contact Flight Service to determine the winds/weather at the other cross-country destination and at Wright-Patterson AFB. If within limits and fuel remaining, including maintaining the required reserve, permits, the student should not land at the destination with out of limit winds, but may continue the flight to either the next destination or return to Wright-Patterson AFB. If none of the authorized destinations are within authorized wind limits, fuel permitting, the student shall return to the Aero Club local area and land at an airport IAW paragraph 4.2.7.3. If returning to the Aero Club local area is not feasible, the student pilot shall contact Flight Service or a radar approach control to assist in determining and locating an airport with a runway within authorized crosswind limits and land there. The student pilot shall not take off from any airport which has not been authorized by his/her Aero Club Flight Instructor until he/she has been authorized by his/her Aero Club Flight Instructor, the SOF, an Operations Supervisor, the Chief Flight Instructor, or the Manager. The student pilot shall not take off from any airport not meeting the criteria of paragraph 3.1.15.

Table 4-1

STUDENT PILOT SOLO WEATHER MINIMUMS

	<u>Ceiling</u> (ft)	<u>Visibility</u> (sm)
Closed Traffic	1500	3
Local Area	2500	5
Cross Country	3000	5

4.2.8. Approved Airports/Takeoff and Landing Restrictions.

4.2.8.1. A student pilot may conduct solo flight takeoffs and landings at any of the following local area airports for which he/she has received the appropriate logbook endorsement IAW the FARs from his/her Aero Club Flight Instructor:

Clinton Field	Hook Field Municipal
Dayton-Wright Brothers	Lebanon-Warren County
Greene County-Lewis A. Jackson	Moraine Air Park
Regional	Piqua
Grimes Field	Springfield-Beckley Municipal

A student pilot shall not conduct solo takeoffs and landings at local area airports other than those listed in this paragraph and Wright-Patterson AFB.

4.2.8.2. A student pilot is prohibited from conducting solo takeoffs and landings on other than hard surface runways.

4.2.8.3. A student pilot is prohibited from making solo touch-and-go landings at anytime. All student pilot solo landings shall be either full stop or stop-and-go. If the runway remaining after landing does not meet the length requirement of paragraph 3.1.15.2, only a full stop landing with taxi back shall be made.

4.2.9. **Cross-country Training.** All student pilot cross-country training flights shall be flown in the sequence specified in the FAR Part 141 approved Private Pilot Course syllabus and all solo cross-country flights shall use the approved routes outlined in Attachment 4-2. The required dual night cross-country may be flown to an airport or airports of the Aero Club Flight Instructor's choice in compliance with the requirements of paragraphs 3.1.15 and 3.1.16.

4.2.9.1. The first two solo cross-country flights shall be flown to the same airports at which the student has demonstrated satisfactory traffic patterns on dual cross-country flight. Subsequent solo cross-countries may use any of the approved routes; however, one flight must use one of the routes meeting the FAR Part 61 or FAR Part 141 approved Private Pilot Course syllabus long solo cross-country requirements, as applicable. All approved routes may be flown in either direction, except for the first solo cross-country, which shall be flown in the direction flown on the dual cross-country.

4.2.9.2. A long cross-country route may not be flown as the first solo cross-country. The long cross-country shall be flown to airports to which the student has not previously flown as a student pilot.

4.2.9.3. The use of any solo cross-country route other than those approved in Attachment 4-2 requires that an AF Form 1538, *Cross-Country Request*, be filled out and submitted to the Chief Flight Instructor for approval. This approval will be given for compelling valid reasons only. Flights to another airport for the purpose of taking a flight check are exempt from this requirement.

4.2.9.4. No student pilot may fly a second solo cross-country unless he/she has satisfactorily completed the FAR Part 141 approved Private Pilot Course syllabus pre-solo cross-country stage check.

4.2.9.5. No student pilot may plan to RON on a solo cross-country.

4.2.9.6. Each student pilot shall place his/her completed navigation log or a photocopy in his/her training folder upon completion of any solo cross-country flight.

4.2.10. **Night Flight.**

4.2.10.1. No student pilot shall fly solo at night. A solo student pilot may not takeoff before sunrise nor land after sunset as defined in the American Air Almanac. A student pilot shall not initiate a solo flight for which completion prior to sunset is questionable.

4.2.10.2. A student pilot on a solo flight shall know the time of sunrise or sunset, as applicable. If for any reason, a student pilot, after becoming airborne, determines he/she will not reach his/her planned destination prior to sunset, he/she shall land at a suitable airport **prior to sunset**. If the student cannot reach a suitable airport prior to sunset, he/she shall contact the nearest ATC facility, declare an emergency, and request radar vectors to the nearest suitable airport.

4.2.11. **Maneuvers.** A student pilot may practice in solo flight those maneuvers authorized by his/her Aero Club Flight Instructor. Aero Club Flight Instructor authorization for an FAA Part 141 Private Pilot Course Syllabus solo flight lesson is authorization for the student to perform the maneuvers listed for that lesson unless specifically restricted by that instructor. However, no student may practice any maneuver in solo flight for which that student has not been graded at least "Safe" on the most recent dual instructional flight on which that maneuver was performed.

4.2.12. **Simulated Emergency Procedures.** A solo student pilot shall not conduct simulated forced landings.

4.3. Operational Procedures.

4.3.1. **Leaning.** Each solo student pilot shall operate with the mixture in the "Full Rich" position while on local flights. After receiving instruction in proper leaning procedures and being graded "Safe" or higher in leaning procedures by his/her Aero Club Flight Instructor, a student pilot may lean with these procedures within AFM/POH limitations during the cruise phase of his/her solo cross-countries. **Warning:** Improper leaning procedures will greatly reduce range and endurance. If a student pilot does not lean the mixture during the cross-country cruise phase, he/she shall compute the fuel usage rate at 140% of the aircraft manufacturer's leaned data.

4.3.2. **Student Local Area/Training Areas.** The WPAFB Aero Club Student Solo Local Area is that area within a 25 nm radius of Wright-Patterson AFB, excluding the Airborne Airpark Class D airspace. The local training areas are those portions of Local Areas 5 and 6 within the 25 nm radius of Wright-Patterson AFB. See Attachment 4-3.

4.3.2.1. A student pilot shall conduct local area solo maneuvers training in Local Areas 5 and 6.

4.3.3. Cross-country.

4.3.3.1. Each solo student pilot shall file, open, and close a flight plan for each leg of any cross-country flight.

4.3.3.2. Prior to filing for the subsequent leg of any cross-country flight, each student pilot shall update the weather and NOTAMs.

4.3.4. Arrival.

4.3.4.1. A student pilot solo in the local area shall return to WPAFB via Point Alpha.

4.3.4.2. A solo student pilot shall enter the traffic pattern at an uncontrolled airport via a 45° leg to downwind or locally published procedures.

4.3.5. Post-flight.

4.3.5.1. Each solo student pilot shall log the flight on AF Form 653 IAW paragraph 2.4.1.2.

4.3.5.2. Each solo student pilot shall log the flight in his/her logbook.

4.3.5.3. Each solo student pilot shall fill out an entry line in his/her Training Folder, including date, aircraft N-number, appropriate type of solo (solo or solo cross-country), events/flight maneuvers accomplished or practiced indicated by placing check marks in the appropriate blocks, and signature.

4.3.5.4. Each solo cross-country student shall place his/her completed navigation log in his/her Training Folder.

4.4. Clearing Authority.

4.4.1. A WPAFB Flight Instructor is the Clearing Authority for all student pilot solo flights in WPAFB Aero Club aircraft, to include those in the local area and the initiation of cross-country flights. The student pilot is the clearing authority for any cross-country flight leg originating at other than WPAFB, unless otherwise restricted in these SOPs.

4.4.2. No student pilot may be authorized to conduct solo flight during any period the Aero Club is closed or no SOF is on duty.

4.4.3. A student pilot who lands at an airport not authorized by Aero Club Flight Instructor endorsement IAW the FARs and these SOPs shall not file a flight plan from nor takeoff from that airport until being authorized by his/her Flight Instructor, the Chief Flight Instructor, an Operations Supervisor, or the Aero Club Manager. The student shall either contact the SOF by radio prior to landing or by telephone immediately after landing in such a situation.

4.4.4. A student pilot who lands at an airport not qualified under paragraphs 3.1.15.1 and 3.1.15.2 shall not file a flight plan from nor takeoff from that airport; an Aero Club Flight Instructor shall be PIC for such a flight after authorization by the Aero Club Manager or Chief Flight Instructor.

Chapter 5

SAFETY

5.1. Policy. Flight and ground safety is the **first responsibility of each and every WPAFB Aero Club member, employee, and contractor**; from the first flight student pilot to the most experienced flight instructor; from the low time private pilot to the airline transport pilot; and at all levels of maintenance, administration, supervision, and management. For this reason, each active WPAFB Aero Club member shall meet Safety Meeting requirements to maintain flying privileges. The vast majority of aviation related accidents occur due to poor judgment and decisions. While poor judgment and decisions contribute to accidents, conversely, the development of good judgment and decision making abilities contributes immensely to accident prevention and enhanced safety. At all levels of all WPAFB Aero Club activities, particularly in each flight lesson and standardization check, supervisors and instructors shall incorporate decision making skills development as an integral part of training.

5.1.1. **Direction.** Although safety itself is the responsibility of every individual WPAFB Aero Club member, the Manager is responsible for the WPAFB Aero Club Safety Program. The Manager is advised by the commander's appointed safety, operations, and maintenance representatives, as well as the Aero Club Safety Officer, Chief Instructor, Maintenance Supervisor, Operations Supervisors, Operations Officer, Maintenance Officer. The Aero Club Safety Officer is responsible to the Manager for the administrative and routine aspects of the safety program. Any member shall have access to any WPAFB Aero Club official up through the Manager regarding any safety concern or issue.

5.1.2. A Safety Bulletin Board shall be maintained in a conspicuous area. Pertinent current flight and ground safety information shall be displayed. Blank safety comment sheets shall be available at the Safety Bulletin Board.

5.2. Flying Safety Meeting. The WPAFB Aero Club Flying Safety Meeting requirements and procedures are IAW paragraph 1.7.2 of these SOPs.

5.3. Pilot Proficiency Award Program. The WPAFB Aero Club shall support the FAA Pilot Proficiency Award (Wings) Program as given in AC 61-91, in coordination with the Cincinnati Flight Standards District Office (FSDO) Safety Program Manager (SPM).

5.3.1. The Aero Club Manager shall appoint an experienced Aero Club Flight Instructor as the Wings Program Coordinator. The Aero Club Wings Program Coordinator shall be the focal point for the Wings Program within the Aero Club. The Cincinnati FSDO SPM should designate the WPAFB Aero Club Wings Program Coordinator as an Aviation Safety Counselor if the Aero Club Wings Program is to be effectively implemented.

5.4. Accident/Incident Reporting Procedures. These procedures shall be used following any unusual occurrence, incident, accident, or USAF reportable mishap involving a WPAFB Aero Club aircraft. An accident is as defined in FAR (NTSB) Part 830. An incident is any unusual occurrence resulting in damage to an aircraft or injury to any person caused by the operation of the aircraft, however slight. An NTSB Part 830 reportable incident is as defined in Part 830. An unusual occurrence is any occurrence not classified as a mishap, accident, or incident which does not reasonably fall into the category of normal operations, or has adverse safety implications. E.g., an off-field precautionary landing not resulting in aircraft or property damage or personal injury would likely be classified as an unusual occurrence. A successfully concluded emergency is not necessarily classified as an unusual occurrence. The Aero Club Manager shall make the final determination as to an unusual occurrence.

5.4.1. **Pilot Procedures.** The pilot in command of a WPAFB Aero Club aircraft shall immediately contact one of the following by phone, fax, or message to advise of any mishap, accident, incident, or unusual occurrence, including those required by NTSB Part 830. Information shall include point of contact and phone number, aircraft type, model, serial number, registration (N) number, name of pilot-in-command, name(s) of any passengers, any

injury or death, last point of departure and intended point of landing, date and time of occurrence, location of aircraft/occurrence, nature of occurrence, the weather, and extent of damage to the aircraft, as applicable.

5.4.1.1. Priority of contact should be as follows:

- (a) Supervisor of Flying (SOF) (Aero Club office): (937) 879-4710, (937) 257-7714/7950.
- (b) WPAFB Base Operations: (937) 257-2131/3686
- (c) Aero Club Manager: Same as (a) above. Get name and phone number from Base Operations during non-duty hours.
- (d) AFMC Command Post: (937) 257-6314/5637
- (e) 88 ABW Flying Safety Officer (88 ABW/SEF): (937) 904-3386. Get name and phone number from Base Operations during non-duty hours.

5.4.1.2. If contact is established with the SOF, he/she will follow up with the other contacts, as required. If no contact can be made with the SOF, then proceed down the list until contact is established. **Do not make statements concerning the mishap/accident/incident/ occurrence to anyone other than WPAFB officials (Aero Club Manager, Services Membership Support Flight Chief, Services Director, 88 MSG Commander, 88 ABW Commander, Center Commander, 88 ABW Safety Office, Command Post), local/state/federal law enforcement officers, and FAA/NTSB officials.**

5.4.1.3. Following an accident, mishap, incident, or unusual occurrence, including off airport landings, aircraft malfunctions, landings at unapproved/unauthorized airports, hard landings, or storm damage, **DO NOT FLY THE AIRCRAFT WITHOUT SPECIFIC AUTHORIZATION FROM THE AERO CLUB MANAGER.**

5.4.1.4. The procedures in this paragraph as well as a listing of applicable Part 830 Reportable Accidents/Incidents are contained in the WPAFB Aero Club In-flight Guide (Red Book) located in each aircraft.

5.5. Safety Reports. WPAFB Aero Club pilots, operations, and maintenance personnel should file safety reports whenever warranted. Safety reports identify hazardous situations or procedures, report injury or damage, and add to the aviation safety knowledge base. The WPAFB Aero Club will keep blank copies of these safety report forms on hand. Members are requested to provide the Aero Club Manager a copy of any report submitted relevant to Aero Club accountability, procedures, training, or equipment; if the report is submitted anonymously under the Aviation Safety Reporting Program, anonymity will be preserved IAW program policy.

5.5.1. AF Form 457, *Hazard Report (HR)*. Used to identify areas where ground or flight hazards involving Air Force assets and operations may exist, particularly near midair collisions and other hazardous air traffic control-related incidents or conditions. Submit the completed form to the Aero Club Safety Officer or 88 ABW Safety Office. Further details may be found in AFI 91-202, *USAF Mishap Prevention Program*, Attachment 3, *Hazardous Air Traffic Report (HATR) Program*. A copy of AFI 91-202 is located in Aero Club flight planning area and the SOF Manual

5.5.2. NASA Form 277, *Aviation Safety Report*. FAA-initiated Aviation Safety Reporting System (ASRS) gathers information on deficiencies in aviation operations and offers limited anonymity and immunity to participants who may have violated FARs subject to certain conditions. To provide anonymity, NASA functions as a third party in the collection and analysis of data under ASRS. A copy of NASA Form 277 is located in Aero Club flight planning area.

5.5.2.1. Limited immunity only applies if the following conditions are met. Limited immunity means that the FAA will waive the service of sanction in any enforcement action; it does not necessarily mean any waiver of enforcement action or ensuing record of violation. Further details may be found in AC 00-46D, *Aviation Safety Reporting Program*. A copy of AC 00-46D is located in PIF Volume I and SOF Manual Volume II.

- (a) The violation was inadvertent and not deliberate.

- (b) The violation did not involve a criminal offense, accident, or action under Section 609 of the Federal Aviation Act (lack of qualification or competency).
- (c) The individual has not been found in violation in any enforcement action within the previous five years to the date.
- (d) The person proves that he/she delivered or mailed a completed NASA Form 277 to NASA. Copies are acceptable.

5.5.2.2. Submit NASA Form 277 to the address listed on the form or:

NASA ASRS Office
 P. O. Box 189
 Moffett Field CA 94035-9800
 (415) 969-3969

5.5.3. Near Midair Collision (NMAC) Report. Used to gather information on occurrences that could cause a midair collision. NMAC is an incident associated with the operation of an aircraft in which a possibility of collision occurs as a result of proximity of less than 500 feet to another aircraft.

5.5.3.1. The report is the responsibility of the pilot and should be reported immediately, normally via radio to the nearest ATC facility or FSS. The pilot must unambiguously state that he/she is reporting a "Near midair collision." Alternately, the pilot may report in writing to the nearest FSDO. The report should include:

- (a) Date and time (UTC) of incident.
- (b) Location of incident and altitude.
- (c) Identification and type of reporting aircraft, aircrew destination, name and home base of pilot.
- (d) Identification and type of other aircraft, aircrew destination, name and home base of pilot (if known).
- (e) Type of flight plans; station altimeter setting used.
- (f) Detailed weather conditions at altitude.
- (g) Approximate courses of both aircraft; indicate if one or both aircraft were climbing or descending.
- (h) Reported separation in distance at first sighting, proximity at closest point horizontally and vertically, length of time in sight prior to evasive action.
- (i) Degree of evasive action taken, if any (from both aircraft, if possible).
- (j) Injuries, if any.

5.5.3.2. The mailing address and telephone number for the Cincinnati FSDO is:

Cincinnati FSDO
 4240 Airport Road
 Cincinnati OH 45226
 (513) 533-8110

5.5.4. Bird Strike. Use the report format specified in WPAFB Plan 91-212, *Bird Aircraft Strike Hazard (BASH) Plan*. This plan is located in Aero Club flight planning area.. See also paragraph 3.10 of these SOPs.

5.6. Spill Prevention and Response. Refer to the latest *Wright-Patterson AFB Aero Club Spill Prevention Plan* for the most current procedures and information. The *Spill Plan* shall be posted in a prominent location within the Aero Club as well as in SOF Manual.

5.6.1. **Spill Response.** If an unplanned spill of any hazardous or ozone-depleting material (i.e., fuel, oil, solvents, or unknown chemicals) should occur at the WPAFB Aero Club immediately notify the SOF, Aero Club Manager or any Maintenance Personnel.

Chapter 6

MAINTENANCE PROCEDURES

6.1. General. The WPAFB Aero Club Maintenance Supervisor, under the direction of the Aero Club Manager, is responsible for establishing and managing a program of scheduled inspections, routine maintenance, component overhauls and Airworthiness Directive compliance, and developing a Maintenance/Inspection Procedures Manual according to FAA Advisory Circular 145-3. He/she is also responsible for maintaining a maintenance technical library, managing the maintenance parts and petroleum-oil-lubricant (POL) inventory, and ensuring environmental and AFOSH standards are met.

6.2. Equipment Maintenance.

6.2.1. Use of AFTO Form 781A Maintenance Discrepancy Report.

6.2.1.1. Air Force Technical Order (AFTO) Form 781A, *Maintenance Discrepancy and Work Document* or a locally produced equivalent, shall be used to record and show correction of discrepancies discovered during normal flight activities. Active AFTO Form 781A sheets shall be kept in the *Aircraft Flight Log Book* (Blue Book) for the applicable aircraft. Retired AFTO Form 781A sheets shall be filed in the maintenance office in 100-hour inspection increments for the previous 200 hours of operation. All other maintenance records shall be accomplished, maintained, and disposed IAW FAA directives.

6.2.1.2. The applicable aircraft registration number shall be entered in the "SERIAL NO." block in the upper right corner of each AFTO Form 781A sheet.

6.2.1.3. Discrepancies shall be entered in the left hand blocks of AFTO Form 781A. Only one (1) discrepancy shall be entered per block. The person entering the discrepancy shall legibly print his/her name in the "DISCOVERED BY" block and place the DD/MMM/YY in the "DATE DISCD" block.

6.2.1.4. Each PIC shall personally bring each major discrepancy (any discrepancy which makes the aircraft unairworthy or unsafe to operate) to the immediate attention of the Supervisor of Flying, an Operations Supervisor, the Manager, and/or the Maintenance Supervisor. Major (grounding) discrepancies include:

- (a) Any aircraft accident.
- (b) Any flight control malfunction.
- (c) Engine malfunction.
- (d) Excessive oil leak.
- (e) Controllable propeller malfunction.
- (f) Oil leak at hub of any controllable propeller.
- (g) Red fluid anywhere on a Baron propeller.
- (h) Significant nick or any crack in any propeller.
- (i) Any fuel leak.
- (j) Landing gear malfunction.
- (k) Cut or wear exposing cord on any tire.
- (l) Brake malfunction.
- (m) Precautionary or forced landing off-airport.
- (n) Excessively hard/high side load landing.
- (o) Ground departure from the runway surface during takeoff or landing.
- (p) Collision with other objects on the ground or in flight.
- (q) Inoperative or malfunctioning equipment required by FAR for VFR-day operation.
- (r) Inoperative or malfunctioning equipment required by the aircraft type certificate for

the VFR-day Kind of Operation.

6.2.1.5. The Supervisor of Flying, an Operations Supervisor, the Manager, or the Maintenance Supervisor shall immediately restrict any aircraft with a discrepancy, including inoperative or malfunctioning equipment, which under the FARs or aircraft equipment list makes that aircraft unairworthy for a Kind of Operation, from being flown in that Kind of Operation. In addition to listing the discrepancy on AFTO Form 781A, the cover of the Blue Book will be “placarded” with the appropriate operational restriction(s).

6.2.1.6. The mechanic who corrects the deficiency shall sign the “CORRECTED BY” block and enter the action taken in the “CORRECTIVE ACTION” block.

6.2.1.7 After all major discrepancies have been resolved, maintenance will return the aircraft to service and deliver the keys and Blue Book to the Manager, Operations Supervisor, or SOF.

6.2.1.8. Only appropriately rated WPAFB Aero Club mechanics are authorized to return grounded aircraft to service.

6.2.1.9. Any pilot or mechanic who discovers an inoperative or malfunctioning instrument or other item of equipment in an aircraft shall enter the discrepancy in AFTO Form 781A and placard that instrument/equipment “INOPERATIVE” using masking tape. The placard should be placed over or in proximity to the instrument, or next to the equipment On/Off switch if the equipment itself is not visible from the cockpit. A mechanic shall ensure the placarded instrument/equipment is either rendered inoperative or removed from the aircraft IAW the FARs.

6.2.2. **Pilot Authorized Maintenance.** Certain limited maintenance/preventative maintenance actions are authorized to be performed by WPAFB Aero Club qualified pilots at the Private Pilot certificate level or higher. These maintenance/preventative maintenance actions are limited to:

- (a) Servicing fuel and oil.
- (b) Washing aircraft.
- (c) Cleaning windscreens/windows/lenses.
- (d) Replacing lights. (Only under the supervision of an Aero Club maintenance technician)
- (e) Inflating tires to AFM specification with the use of a pressure gauge.

6.2.3.1. Maintenance personnel shall ensure sufficient quantities of fuel, oil, windscreen cleaner, and appropriate rags/clothes are available and accessible to members for use.

6.2.3. **Deferred Maintenance.** The WPAFB Manager shall be the final authority for approving those discrepancies on WPAFB Aero Club aircraft which the Maintenance Supervisor has determined may safely be deferred until the next scheduled inspection. Discrepancies the Maintenance Supervisor does not think can be safely deferred shall be considered grounding items. Deferred maintenance items shall be appropriately identified on the **DEFERRED MAINTENANCE FORM** (Yellow form) in the *Aircraft Flight Log Book* (Blue Book).

Chapter 7

FLIGHT AND GROUND INSTRUCTOR RESPONSIBILITIES

7.1. General. This chapter states the general responsibilities and duties of WPAFB Aero Club Flight Instructors and Ground Instructors. The requirements of this chapter plus specific requirements pertaining to instruction and operations throughout these SOPs, AFMAN 34-232, the USAF Aero Club Instructor Standardization Guide, and individual services contracts or NAF employee job descriptions encompass the performance and compliance expected of WPAFB Aero Club Flight and Ground Instructors.

7.1.1. Instructor Definition.

7.1.1.1. A WPAFB Aero Club Instructor is an individual who is an FAA Certificated Flight Instructor and who, unless a WPAFB Aero Club NAF employee, is contracted to perform certificated flight and/or ground instructor duties at the WPAFB Aero Club. The term "Instructor" implies a WPAFB Aero Club Instructor when used in this chapter. All instructor fees and revenues generated by an Aero Club NAF employee whose job description includes instruction duties shall be retained by the WPAFB Aero Club. An Aero Club NAF employee whose job description does not include instructor duties may provide instruction as a contractor for compensation during that individual's off-duty hours, but not during duty hours as a NAF employee. A contracted instructor who is not a NAF employee may provide instruction for compensation as per his/her contract.

7.1.1.2. No individual shall provide flight or ground instruction using WPAFB Aero Club aircraft, facilities, or resources unless he/she is designated as a WPAFB Aero Club Instructor and is qualified by satisfactorily completing WPAFB Aero Club Initial and Annual Instructor Standardization Check requirements. **Violation of this rule shall be grounds for expulsion from the WPAFB Aero Club for both the individual giving and the individual receiving such unauthorized instruction.** This rule does not apply to a member acting as student instructor under the supervision of a WPAFB Aero Club Instructor in a WPAFB Aero Club Part 61 or 141 CFI training program.

7.1.1.3. "Student," as generally used in this chapter, includes any member or instructor receiving or required to receive dual instruction under the FARs, AFMAN 34-232, and these SOPs. "Student pilot," as generally used in this chapter, is an individual receiving flight or ground training toward the Private Pilot Certificate who possesses no Pilot Certificate, an FAA Student Pilot Certificate, or an FAA Recreational Pilot Certificate.

7.1.2. Designation.

7.1.2.1. WPAFB Aero Club Flight and Ground Instructors shall be designated by the Aero Club Manager. The WPAFB Aero Club Chief Flight Instructor is delegated authority to designate Aero Club Instructors, with contracting and/or NAF employee job description authority by the Aero Club Manager serving as the Manger's confirmation of the Chief Flight Instructor's designation authority in each instance. The Chief Instructor shall provide a memorandum of current qualified (IAW paragraph 7.1.1.2) WPAFB Aero Club Flight and Ground Instructors, including course(s) and aircraft for which each instructor is authorized to give instruction. A copy of this memorandum shall be kept in the WPAFB Aero Club official file, in SOF Manual Volume I, and in the upstairs flight planning area.

7.1.2.2. The WPAFB Aero Club Chief Flight Instructor, Assistant Chief Flight Instructor for each course, and Stage Check Instructor(s) for each course shall be designated by the WPAFB Aero Club Manager by memorandum. A copy of the memorandum shall be kept in the WPAFB Aero Club official file, in SOF Manual Volume I, and in the upstairs flight planning area. Additionally, Stage Check Instructor(s) shall be designated in writing per FAR Part 141 by the Chief Flight Instructor.

7.1.3. **General Responsibilities and Duties.** These duties and responsibilities apply to any individual functioning as an Instructor in the WPAFB Aero Club.

7.1.3.1. Each Instructor shall maintain the highest professional standards in all of his/her flying activities.

7.1.3.2. Each Instructor shall assume a leadership role in promoting safety in all WPAFB Aero Club operations, including actively supporting the WPAFB Aero Club safety program. Per paragraph 1.3.5.1, any Instructor has the authority and obligation to interrupt and correct unsafe practices or terminate operations which are a violation or unsafe, whether or not that aero club pilot is local or transient. Such situations shall be reported to the Manager, Chief Flight Instructor, an Operations Supervisor, or the SOF.

7.1.3.3. Each Instructor will provide quality instruction to each of his/her students in accordance with the terms of that Instructor's contract or NAF employee job description. Each Instructor shall keep each of his/her students informed as to that student's progress, strengths, and any deficiencies with remedial training/study. Each Instructor should consult with other Instructors up through the Chief Flight Instructor for possible solutions/plans of attack in the event of unusual or persistent student training problems.

7.1.3.4. Each Instructor shall comply with and teach compliance with all applicable WPAFB Aero Club, Air Force, and FAR restrictions and requirements.

7.1.3.5. Instructors are responsible for conducting flight/ground training and standardization programs with direction and guidance from the WPAFB Aero Club Manager, Operations Supervisors, and the Chief Flight Instructor.

7.1.3.6. Each WPAFB Aero Club Flight Instructor shall satisfactorily complete an WPAFB Aero Club Initial Flight Instructor Standardization Check in an aircraft in which he/she will instruct prior to giving flight instruction at the WPAFB Aero Club. Thereafter within each 12 months, each Aero Club Flight Instructor shall satisfactorily complete a WPAFB Aero Club Annual Flight Instructor Standardization Check in order to maintain WPAFB Aero Club Flight Instructor privileges. These checks shall include the satisfactory completion of the WPAFB Aero Club Flight Instructor Standardization Written Examination (80% minimum passing, corrected to 100%). If the Flight Instructor is qualified to instruct in multiple aircraft, the check pilot shall direct the make and model to be used for the Flight Instructor Standardization Check. See paragraph 7.2.2.4 for Chief Flight Instructor Initial/Annual Flight Instructor Standardization Check procedures.

7.1.3.7. Each WPAFB Flight Instructor shall be qualified and current IAW Chapter 2 of these SOPs in a make and model aircraft prior to instructing in that make and model aircraft.

7.1.3.8. Each Flight Instructor, when assigned a new student by the Chief Flight Instructor, shall contact that student in a timely manner to ascertain that student's background, needs, and desires, and coordinate a training schedule. The Instructor shall coordinate each ground and flight training period with each of his/her students, including student pilot solo flights.

7.1.3.9. Each Flight Instructor shall be responsible as PIC of the aircraft while conducting flight instruction, regardless of designation of PIC for logging pilot time or other purposes. This includes the responsibilities of the FARs and Chapter 3 of these SOPs pertaining to preflight planning/action and determination of aircraft airworthiness. While the performance of these tasks may be assigned to the student, the Flight Instructor retains the ultimate responsibility for their proper completion.

7.1.3.10. Each Instructor shall make his/her services reasonably available to members for Initial/Annual Standardization and all types of checkouts and recurrency checks which he/she is qualified to conduct. Each Instructor shall accomplish these checkouts and checks IAW the *USAF Instructor Standardization Guide* and these SOPs. An Instructor may request the Chief Flight Instructor to assign him/her a type of student for a particular course, certificate, or rating, or assign him/her a particular student. However, the final decision is the Chief Flight Instructor's and no Instructor shall use undue influence on a member to gain a by name request from that member.

7.1.3.11. Each Flight Instructor shall instruct primary and advanced training missions for which he/she is qualified in each make and model of Aero Club aircraft in which he/she is current and qualified. Each instructor shall conduct procedures and maneuvers training IAW the Approved Flight Manual (AFM), the *Flight Training Handbook* (AC 61-21A), the *Instrument Flying Handbook* (AC 61-27C), the FAR, the AIM, and the applicable Practical Test Standards (PTS). In the event of conflict, the AFM takes precedence and the Instructor shall comply with the FAR.

7.1.3.12. Each Instructor shall provide ground instruction, on an individual or group basis within the provisions of his/her contract or job description, to insure complete and thorough training of each pilot he/she instructs.

7.1.3.13. Each Instructor shall properly document all training and evaluation activities IAW these SOPs, AFMAN 34-232, the USAF Aero Club Instructor Standardization Guide, and the FARs, including logging and signing all dual instruction given in each student's pilot logbook. Each Instructor shall assist each member he/she instructs in maintaining that member's Membership Folder, and establishing and maintaining that member's PIF Card with current information as required in these SOPs.

7.1.3.14. Each Instructor shall administer and grade the appropriate written knowledge examinations for his/her students, including those required for stage checks and practical tests, and correct satisfactory knowledge examinations to 100%. Each Instructor shall ensure unsatisfactory knowledge examinations are retaken.

7.1.3.15. Each Instructor shall comply with all FAR Part 61 endorsement requirements. See Attachment 7-1.

7.1.3.16. Each Instructor shall assist the Chief Flight Instructor, as required, in developing, reviewing, and updating flight check, checkout, and training procedures.

7.1.3.17. Each Instructor shall attend Standardization Board Meetings IAW paragraph 1.7.3 of these SOPs.

7.1.3.18. Each Instructor (except the Chief Flight Instructor) and Instructor candidate shall prepare and present an instructional topic which will enhance operational safety at an WPAFB Aero Club Safety Meeting at least once every two calendar years. The topic should be planned for 10-15 minutes; it may be longer if coordinated with the Safety Officer or other individual chairing the Safety Meeting. Each Instructor shall coordinate with the Safety Officer or chair for the Safety Meeting at which he/she desires to present.

7.1.3.19. Each Flight Instructor shall maintain a valid FAA Second Class or higher Airman Medical Certificate. If unable to maintain a Second Class or higher medical, the instructor will immediately notify the Aero Club Manager and a request for a waiver from AFI 34-232 will be requested.

7.2. Chief Flight Instructor.

7.2.1. The WPAFB Aero Club Manager shall designate the WPAFB Aero Club Chief Flight Instructor. The Chief Flight Instructor shall meet FAR Part 141 Chief Flight Instructor experience and currency requirements for the most restrictive pilot certification/rating course offered by the Aero Club.

7.2.2. Responsibilities.

7.2.2.1. The Chief Flight Instructor shall direct all flight training and checkout activities IAW FAR Parts 61, 91, and 141; AFI 34-217; AFMAN 34-232; the *USAF Aero Club Instructor Standardization Guide*; and these SOPs. He/she shall further ensure these activities are conducted IAW the requirements of these references.

The Chief Flight Instructor shall monitor flight training and checkout documentation to ensure it meets the requirements of these references.

7.2.2.2. The Chief Flight Instructor shall stop any aero club pilot, local or transient, from flying when, in his/her judgment, flight safety may be compromised.

7.2.2.3. The Chief Flight Instructor shall design and gain FSDO approval for each FAR Part 141 pilot training course and each change to each training course to be used in the WPAFB Aero Club Flight School. The Chief Flight Instructor shall be the WPAFB Flight School's primary interface with the FSDO.

7.2.2.4. The Chief Flight Instructor shall satisfactorily accomplish the required FAR Part 141 and aero club Chief Flight Instructor Initial and Annual/Recurrent Checks. The Part 141 check shall be given by an FSDO Operations Inspector. The aero club checks may be given by an FSDO Operations Inspector, or if he/she is not available, by the Chief Flight Instructor of another USAF Aero Club or the HQ AFSVA/SVPAR Aero Club Director of Operations. An AF Form 1584 shall be accomplished and an entry made in the Exams and Aircraft Checks Sections of AF Form 654 upon completion of the aero club checks.

7.2.2.5. The WPAFB Aero Club FAR Part 141 Flight School Chief Flight Instructor shall satisfactorily complete at least once each 12 calendar months an FAA approved syllabus of training consisting of ground or flight training, or both, or an FAA approved flight instructor refresher course.

7.2.2.6. The Chief Flight Instructor shall administer the aero club Initial/Annual Flight Instructor Standardization Check to each WPAFB Aero Club Flight Instructor. An AF Form 1584 shall be accomplished and an entry made in the Exams and Aircraft Checks Sections of AF Form 654 upon completion of these checks.

7.2.2.7. The Chief Flight Instructor shall administer the required FAR Part 141 initial and recurrent proficiency check to each Aero Club Flight Instructor instructing in a WPAFB Aero Club Flight School FAR Part 141 pilot training course. An entry shall be made in the Aircraft Checks Section of AF Form 654 upon completion of these checks.

7.2.2.8. The Chief Flight Instructor shall administer required FAR Part 141 proficiency check to each Stage Check Flight Instructor who is to conduct stage checks in a WPAFB Aero Club Flight School FAR Part 141 pilot training course. The Chief Flight Instructor may delegate the proficiency flight check to the Assistant Chief Flight Instructor for the course; however, the Chief Flight Instructor must conduct the required ground training. The Chief Flight Instructor shall gain FSDO approval for each Stage Check Instructor.

7.2.2.9. The Chief Flight Instructor shall review each training folder for a student training for a pilot certificate or rating under FAR Part 61 or 141 upon establishment of the folder, upon completion of each stage check, and upon completion or termination of training, or upon transfer of the student to another flight school.

7.2.2.10. The Chief Flight Instructor shall sign each enrollment and graduation certificate for each student enrolled in a WPAFB Aero Club Flight School FAR Part 141 pilot training course.

7.2.2.11. The Chief Flight Instructor may conduct stage checks for all FAR Part 61 and 141 pilot training. The Chief Flight Instructor will, in general, avoid conducting the Final Stage Check on a student he/she may examine in the FAA practical test.

7.2.2.12. The Chief Flight Instructor shall make all instructor assignments for members, including by name requests by members for Instructors.

7.2.2.13. The Chief Flight Instructor shall develop, review, and update as necessary standardized flight check, checkout, and training procedures, which shall be incorporated into these SOPs.

7.2.2.14. The Chief Flight Instructor shall develop all WPAFB Aero Club local questions for USAF Aero Club knowledge examinations. He/she shall review/update locally approved knowledge examinations and local questions for HQ AFSVA/SVPA approved examinations each 24 calendar months. The review shall be documented on the cover sheet or first page of at least the master copy of each examination.

7.2.2.15. The Chief Flight Instructor shall chair Standardization Board Meetings.

7.3. Assistant Chief Flight Instructors.

7.3.1. The Chief Flight Instructor shall designate an Assistant Chief Flight Instructor for each course offered. Each Assistant Chief Flight Instructor shall meet FAR Part 141 experience and currency requirements for the course(s) in which he/she is to function as an Assistant Chief Flight Instructor.

7.3.2. Responsibilities.

7.3.2.1. Each Assistant Chief Flight Instructor shall assist the Chief Flight Instructor in managing and conducting flight training and checkout activities for the course(s) for which he/she is the Assistant Chief Flight Instructor IAW FAR Parts 61, 91, and 141; AFI 34-217; AFMAN 34-232; the *USAF Aero Club Instructor Standardization Guide*; and these SOPs.

7.3.2.2. Each Assistant Chief Flight Instructor shall stop any aero club pilot, local or transient, from flying when, in his/her judgment, flight safety may be compromised.

7.3.2.3. Each Assistant Chief Flight Instructor may conduct stage checks and Final Stage Checks for the FAR Part 141 pilot training course(s) for which he/she is designated and qualified, and for pilot training conducted under FAR Part 61 corresponding to the Part 141 course(s) for which he/she is designated and qualified.

7.3.2.4. Each Assistant Chief Flight Instructor shall satisfactorily accomplish the required FAR Part 141 Assistant Chief Flight Instructor initial proficiency check given by an FSDO Operations Inspector.

7.3.2.5. Each WPAFB Aero Club FAR Part 141 Flight School Assistant Chief Flight Instructor shall satisfactorily complete at least once each 12 calendar months an FAA approved syllabus of training consisting of ground or flight training, or both, or an FAA approved flight instructor refresher course.

7.3.2.6. For each FAR Part 141 pilot training course to be used in the WPAFB Aero Club Flight School for which he/she is Assistant Chief Flight Instructor, each Assistant Chief Flight Instructor shall assist the Chief Flight Instructor in designing that pilot training course and each change to that training course, as required by the Chief Flight Instructor.

7.3.2.7. Each Assistant Chief Flight Instructor shall assist the Chief Flight Instructor in developing, reviewing, and updating flight check, checkout, and training procedures, and knowledge examinations.

7.4. Stage Check Flight Instructors.

7.4.1. The Chief Flight Instructor shall designate one or more Stage Check Flight Instructors for each course offered. Each Stage Check Flight Instructor shall be selected from the WPAFB Aero Club's most capable and knowledgeable Flight Instructors.

7.4.2. Responsibilities.

7.4.2.1. Each Stage Check Flight Instructor shall assist the Chief Flight Instructor and Assistant Chief Flight Instructor in conducting flight training and checkout activities for the course(s) for which he/she is a

Stage Check Flight Instructor IAW FAR Parts 61, 91, and 141; AFI 34-217; AFMAN 34-232; the *USAF Aero Club Instructor Standardization Guide*; and these SOPs.

7.4.2.2. Each Stage Check Flight Instructor shall stop any aero club pilot, local or transient, from flying when, in his/her judgment, flight safety may be compromised.

7.4.2.3. Each Stage Check Flight Instructor shall conduct stage checks other than the Final Stage Check for the FAR Part 141 pilot training course(s) for which he/she is designated and qualified, and for pilot training conducted under FAR Part 61 corresponding to the Part 141 course(s) for which he/she is designated and qualified.

7.4.2.4. The Chief and Assistant Chief Flight Instructors will avoid conducting stage checks on their own students. In the case of a Final Stage Check on the student of the Assistant Chief Flight Instructor for that course, the Chief Flight Instructor shall designate another Stage Check Flight Instructor for that course to conduct that Final Stage Check if the Chief Flight Instructor is to administer the FAA practical test.

7.4.2.5. For each FAR Part 141 pilot training course to be used in the WPAFB Aero Club Flight School for which he/she is to function as a Stage Check Flight Instructor, each Stage Check Flight Instructor shall satisfactorily accomplish the required FAR Part 141 Stage Check Flight Instructor proficiency check given by the WPAFB Aero Club FAR Part 141 Flight School Chief Flight Instructor or Assistant Chief Flight Instructor for the course for which being qualified.

7.5. Aero Club Checkout and Checks. Each Instructor shall conduct each aero club checkout and check IAW AFMAN 34-232, the *USAF Aero Club Instructor Standardization Guide*, and these SOPs.

7.5.1. Each Instructor shall ensure that each pilot he/she trains or evaluates is a safe pilot that meets or exceeds the minimum standards set forth in the *USAF Aero Club Instructor Standardization Guide* and the *FAA Practical Test Standards* for the pilot certificate held.

7.5.1.1. In the event of satisfactory completion of a flight check or flight checkout, the Flight Instructor shall complete the actions required by the *USAF Aero Club Instructor Standardization Guide* and these SOPs.

7.5.1.2. In the event of a member failing to meet the required standards on a flight check or flight checkout, the Flight Instructor shall take the actions required by paragraphs 2.1.13 and 2.4.4.3-2.4.4.5, as applicable. The Flight Instructor shall accomplish an AF Form 1584 IAW the *USAF Aero Club Instructor Standardization Guide* and shall submit it to the Chief Flight Instructor along with the recommended course of remedial training in the following paragraph.

7.5.1.3. In the event of a member failing to meet the required standards on a flight check or flight checkout, the Flight Instructor shall recommend a course of remedial training to the Chief Flight Instructor in writing (legible handwriting is acceptable). The Chief Flight Instructor may approve the proposed remedial training, modify and approve the proposed remedial training, or disapprove the proposed remedial training and provide his/her own course of remedial training.

7.5.1.4. In the event of a member failing to meet the required standards on a flight check or checkout, a different Flight Instructor shall be assigned by the Chief Flight Instructor to reaccomplish the flight check. This is done not with the intent of adverse reaction towards the Instructor or the member pilot, but rather to take advantage of the independent flight instruction effort and assessment available at aero clubs, which should work to the benefit of all concerned.

7.5.2. During each Initial Standardization/Individual Make and Model Check and each Annual Standardization Check, each Instructor shall place special emphasis on:

- (a) The techniques and hazards associated with high density altitude and maximum gross weight operations.
- (b) Understanding of weight and balance limitations for maximum passenger, baggage, and fuel load configurations.
- (c) Understanding of flight planning procedures for fuel usage, endurance, and range versus power setting, density altitude, and wind; the proper procedures for determining fuel used/fuel remaining in a light airplane; and the adverse affects of improper leaning on range, endurance, and engine life.
- (d) Stall/spin awareness.
- (e) Spatial disorientation.
- (f) Wake turbulence avoidance, including ATC procedures.
- (g) Wind shear.
- (h) In-flight collision avoidance.
- (i) Runway incursion avoidance.
- (j) Checklist use.

7.5.3. Each Instructor shall ensure that each pilot he/she instructs or evaluates for an Initial/Annual Standardization Check is fully aware of the proper procedures for:

- (a) Scheduling.
- (b) Maintenance of his/her PIF Card.
- (c) Servicing, parking, hangaring of aircraft.
- (d) Hangar door operation.
- (e) Flight line fire extinguisher operation.

7.5.4. **PCATD/PCATD Instructor Checkout.**

7.5.4.1. Each Instructor shall ensure that each member he/she checks out on the PCATD knows the proper procedures for powering up, entering the program, performing the self-test and calibration, setting initialization conditions and instrument panel layout, setting frequencies and selecting radios, exiting the program, and powering down. **Emphasis shall be placed on proper power up/power down procedures in order to not corrupt the software and ensure proper performance, as well as the need to exercise care in manipulating the physical switches and controls in order to prevent breaking them.** Each Instructor shall ensure that each member he/she checks out understands the procedures for scheduling the PCATD and the use of the PCATD Blue Book to log time for payment and logging PCATD discrepancies. Each Instructor shall ensure that each member he/she checks out understands the requirements and limitation for legally logging PCATD training in that member's pilot logbook; see paragraph 3.12. Each Instructor who checks out a member on the PCATD shall place the appropriate signed entry on that member's AF Form 654.

7.5.4.2. No Instructor shall give instruction on the PCATD unless he/she has received an Instructor Checkout from a PCATD qualified Instructor, covering the items in paragraph 7.5.4.1 in the detail necessary to provide effective instruction. Emphasis shall be placed on operational precautions to prevent damage, the required Advisory Circular compliance checks if the PCATD is to be used for training towards the instrument rating, functions for setting up realistic training conditions for various lesson types, and the use of the map mode for monitoring/replaying/reviewing student performance. Each Instructor who checks out another Instructor as a PCATD Instructor shall place the appropriate signed entry on that Instructor's AF Form 654 in the "Aircraft Checks" section.

7.6. **FAA Pilot Certificate or Rating Training.**

7.6.1. **General.**

7.6.1.1. Each Aero Club Instructor shall satisfactorily accomplish a FAR Part 141 initial proficiency check in each WPAFB Aero Club Flight School Part 141 pilot training course and each make and model of aircraft used in each course prior to conducting any instruction in that make and model aircraft in that Part 141 course. Each 12 calendar months, each WPAFB Aero Club Instructor shall satisfactorily accomplish a recurrent proficiency check in one of the aircraft used in a WPAFB Aero Club Flight School Part 141 pilot training course. These checks shall be documented on the Aircraft Checks Section of the Instructor's AF Form 654. These requirements may be accomplished in conjunction with the aero club Initial/Annual Flight Instructor Standardization Check.

7.6.1.2. Each Instructor conducting flight training for pilot certification or rating shall follow the FAA approved course syllabi published by the WPAFB Aero Club regardless of whether the training is being accomplished under FAR Part 61 or Part 141. Training accomplished under FAR Part 61 need not meet the hour requirements of the FAR Part 141 Training Course Outline (TCO); however, all FAR Part 61 requirements, including hour requirements, must be met. As a minimum, a Final Stage Check shall be satisfactorily accomplished for all flight training being conducted under FAR Part 61; other stage checks shall be satisfactorily accomplished if the majority (over 50%) of the training objectives for that stage are to be accomplished or solo operations predicated on a stage check are to be accomplished. All ground training shall meet either the FAR Part 61 or Part 141 requirements under which the training is being provided. Each Instructor shall ensure the FAR Part 141 ground school completion date is entered in each student's training folder. Each Instructor shall encourage each student to study for and complete FAA knowledge examination requirements in a timely manner.

7.6.1.3. Each Instructor, in coordination with the Chief Instructor, shall determine whether each of his/her new students is to be enrolled in an FAR Part 141 course or trained under FAR Part 61.

7.6.1.4. If the student is to be enrolled in an FAR Part 141 course, the Instructor shall ensure the student is enrolled in the appropriate course effective the date of the first ground lesson or the first flight lesson, whichever occurs first. Upon completion of the course, the Instructor shall ensure that a graduation certificate, effective the date of the final completed requirement (which must be the date of the satisfactory completion of the Final Stage Check), is prepared by the bookkeeper.

7.6.1.5. If the student is to be trained under FAR Part 61 for initial issuance of the Private or Commercial Pilot Certificate, or the Instrument Rating, the Instructor shall prepare the waiver for submission to HQ AFSVA/SVPAR per paragraph 8.2.1.4. The waiver shall be approved prior to conducting training under Part 61.

7.6.1.6. Each Instructor shall establish and maintain a training folder on each student, primary or advanced, regardless of whether the training is conducted under FAR Part 61 or Part 141. For an FAR Part 141 training course in which the ground training syllabus is to be accomplished throughout individual training, each Instructor shall maintain an approved school *Ground Training Record* form as a part of the training folder. Each Instructor is responsible for the currency and accuracy of the training folder on each of his/her students. This record shall be accomplished immediately following each flight, dual or solo. The Flight Instructor shall assign a grade for each maneuver/item performed, as well as an overall grade for each dual lesson per paragraph 8.3.1.3. The folder shall be presented to the Chief Flight Instructor for review immediately after establishment, upon completion of each stage check, upon completion or termination of training, and following assigning an overall flight lesson grade of below *Average* to a student pilot in training for the Private Pilot Certificate. Upon completion of training, the Instructor shall ensure that the training folder is complete, with all requirements and completion dates recorded and signed as necessary.

7.6.1.7. Each Instructor shall coordinate the scheduling of stage checks and assist in coordinating the FAA practical test for each of his/her students. Each Instructor shall ensure that each of his/her students has satisfactorily completed all prerequisites, including written examinations, prior to each stage check. Each Instructor shall assist each of his/her students in properly completing FAA Form 8710-1, *Airman Certificate and/or Rating Application*, in preparation for the practical test. See Attachment 7-2.

7.6.1.8. Immediately upon completion of each stage check, the Flight Instructor who conducted the stage check shall enter the flight lesson in the student's training folder and sign the flight lesson entry, sign the stage check block for a satisfactorily completed stage check, complete and sign a *Stage Check Comments Sheet* and have it initialed by the student accomplishing the stage check. The *Stage Check Comments Sheet* shall be placed in the student's training folder and submitted to the Chief Flight Instructor for review. As soon as possible, the Flight Instructor conducting the stage check shall debrief the student's Flight Instructor on his/her student's performance, including strengths and weaknesses, as applicable.

7.6.1.9. Instructors are encouraged to develop and share materials which enhance the training given under the WPAFB Aero Club Flight School Training Curricula.

7.6.2. **Private Pilot Training.**

7.6.2.1. Each Flight Instructor shall document deviations from the training syllabus, poor training continuity, lack of student progress, overall lessons graded below *Average* ("3"), and any other information he/she considers necessary to ensure a complete and accurate record of each student's training. These items shall be documented on HQ AFSVA Form 1581, *USAF Aero Club Student Activity Record*.

7.6.2.2. Each Flight Instructor who assigns an overall grade of less than *Average* to a student pilot on any flight lesson shall refer that student to the Chief Flight Instructor for counseling. The Flight Instructor may make a recommendation for remedial training to the Chief Flight Instructor; however, the Chief Flight Instructor shall make the final determination, which shall be entered into the HQ AFSVA Form 1581. The Chief Flight Instructor, at his/her discretion, may refer the situation to the Assistant Chief Flight Instructor for the Private Pilot Certification Course. Any required remedial training shall be accomplished and the lesson overall grade improved to at least a "3" prior to progressing to the next syllabus flight lesson.

7.6.2.3. Each Instructor should introduce and supervise the practice of proper radio communications procedures early in each of his/her student's training. Attachment 3-8, *VFR Radio Phraseology*, may be used in this training.

7.6.3. **Student Pilot Local Solo Training.** This paragraph and paragraph 7.6.4 refer to pilots not holding a pilot certificate for the category of aircraft to be flown in solo flight, or holding either a Student or Recreational Pilot Certificate, unless otherwise indicated.

7.6.3.1. Each Flight Instructor shall ensure each of his/her students is thoroughly familiar with proper procedures for refueling, checking and evaluating NOTAMs and weather conditions, and for filing flight plans for local flights.

7.6.3.2. Each Flight Instructor shall ensure that each of his/her students is familiar with the emergency procedures contained in the In-flight Guide (Red Book), in the event that student encounters an emergency, loses communications, becomes lost, runs low on fuel, encounters deteriorating weather conditions, etc, while on a local solo flight.

7.6.3.3. Each Flight Instructor shall ensure that each of his/her students is familiar with current accident/incident/unusual occurrence procedures and reporting procedures that are contained in the In-flight Guide located in each aircraft.

7.6.3.4. Each Flight Instructor shall ensure that each of his/her students has satisfactorily completed the Pre-solo (student pilots only), Individual Make and Model Aircraft Open Book, and Individual Make and Model Aircraft Emergency Procedures (Closed Book) Written Examinations and has annotated them on AF Form 654 in the "Exams" section prior to solo flight.

7.6.3.5. Each Flight Instructor shall ensure that each of his/her students has satisfactorily completed a stage check with the Chief or Assistant Chief Flight Instructor prior to solo flight. (Student and recreational pilots only.)

7.6.3.6. For each of his/her students local area solo flights, each Flight Instructor shall accomplish a *WPAFB Aero Club Student Local Area Solo Authorization* form, including Private Pilot Course syllabus lesson number, date, and Aero Club Flight Instructor signature. (Student and recreational pilots only.) **Note:** The date may be left blank and filled in by the SOF when he/she clears the student's solo flight after verifying all requirements have been met.

7.6.3.7. Each Flight Instructor shall ensure each student he/she endorses for solo flight is restricted from performing any maneuver for which that student has not been graded at least "Safe" on the most recent dual instructional flight on which that maneuver was performed. Each Flight Instructor shall place any such restrictions on the *WPAFB Aero Club Student Local Area Solo Authorization Form*, and may place any such restrictions in his/her student's pilot logbook. Additionally, each Flight Instructor shall brief each of his/her students who has such a restriction(s) on the restriction(s).

7.6.3.8. Each Flight Instructor shall place the endorsement required by Chapter 3 of the *USAF Aero Club Instructor Standardization Guide* in his/her student's logbook upon the completion of each dual proficiency flight required by paragraph 4.2.2.5 of these SOPs.

7.6.3.9. Each Flight Instructor shall inform each of his/her students that he/she will be required to present his/her Airman and Medical Certificate(s), log book, and PIF Card to the SOF when filing local solo.

7.6.3.10. Each Flight Instructor shall ensure that each of his/her students enters that student's solo time in his/her training folder per paragraph 8.3.1.6 and in his/her pilot log book to indicate the training accomplished.

7.6.4. **Student Pilot Solo Cross-Country Training.**

7.6.4.1. Each Flight Instructor shall ensure that each of his/her students has satisfactorily completed the Cross-country Written Examination prior to the first solo cross-country and has satisfactorily completed a Pre-solo Cross-country Stage Check prior to the second solo cross-country. (Student and recreational pilots only.) The Cross-country Written Examination is waived if the Student has successfully passed the FAA Private Pilot Knowledge Test and a copy is in his/her training folder.

7.6.4.2. Each Flight Instructor shall check all preflight planning thoroughly and endorse each of his/her student's log books for each cross-country flight. If the Flight Instructor cannot be present to check his/her student's cross-country planning IAW the FAR, that Instructor shall arrange for another qualified WPAFB Aero Club Flight Instructor to perform that responsibility and endorse the student's pilot log book. (Student and recreational pilots only.)

7.6.4.3. Each Flight Instructor shall ensure each student he/she endorses for solo cross-country flight is restricted from performing any maneuver for which that student has not been graded at least "Safe" on the most recent dual instructional flight on which that maneuver was performed, including mixture leaning procedures. Each Flight Instructor shall place any such cross-country solo restrictions in his/her student's pilot logbook. Additionally, each Flight Instructor shall brief each of his/her students who has such a restriction on the restriction. **Note:** Fuel flow shall be computed IAW paragraph 4.3.1 if the mixture is not leaned.

7.6.4.4. Each Flight Instructor shall ensure each of his/her students is thoroughly familiar with proper procedures for refueling, checking and evaluating NOTAMs and weather conditions, and for filing, opening and closing flight plans for cross-country flights.

7.6.4.5. Each Flight Instructor shall ensure that each of his/her students is familiar with the emergency procedures contained in the In-flight Guide (Red Book), in the event that student encounters an emergency, loses communications, becomes lost, runs low on fuel, encounters deteriorating weather conditions, etc, while on a cross-country solo flight.

7.6.4.6. Each Flight Instructor shall inform each of his/her students that he/she will be required to present his/her Airman and Medical Certificate(s), log book, PIF Card, written weather/NOTAM briefing, and flight plan to the SOF when filing solo cross-country.

7.6.4.7. Each Flight Instructor shall ensure that each of his/her students enters that student's solo cross-country time in his/her training folder per paragraph 8.3.1.6 and in his/her pilot log book to indicate the training accomplished. The Flight Instructor shall ensure that the original or a photocopy of the student's completed flight log for each solo cross-country is reviewed with the student and filed in the student's training folder.

7.6.5. **CFI Training.**

7.6.5.1. No WPAFB Aero Club Flight Instructor may give instruction toward a CFI certificate unless that Flight Instructor meets the requirements of FAR Part 61 or Part 141, as appropriate, pertaining to the instruction of CFI candidates.

7.6.5.2. A WPAFB Aero Club Flight Instructor may authorize a student in initial or multi-engine CFI training under either FAR Part 61 or Part 141 for VFR solo flight in the local area while occupying the right seat (rear seat in tandem aircraft, weight and balance and the AFM permitting), provided the student has demonstrated that he/she is capable of safely conducting normal and emergency flight operations from the right/rear seat to that Instructor. The Instructor shall endorse the student's pilot logbook and AF Form 654 "Aircraft Checks" section IAW paragraph 2.4.2.3 to indicate such authorization.

7.6.5.3. Each Flight Instructor is encouraged to provide each of his/her students in initial CFI training an opportunity to give a preflight briefing and in-flight instruction to a pre-solo student pilot under the direct supervision of an Aero Club Flight Instructor during the final stage of the student's CFI training. Each Instructor shall ensure each of his/her students in initial CFI training presents a briefing at a WPAFB Aero Club Safety Meeting IAW paragraph 7.1.3.18 during the course of that student's CFI training.

7.7. Problems and/or Conflicts. Due to the complex nature of flight training at the WPAFB Aero Club and the history of and potential for unusual/unforeseen situations, an Aero Club Instructor shall obtain resolution from the Chief Flight Instructor for any flight training situation not covered by these SOPs or arising from conflicting procedures. Resolution of conflicts shall be recorded in writing for incorporation into the next revision of these SOPs.