

# ***Elmendorf Aero Club***

## ***STANDARD OPERATING PROCEDURES***

***(SOP)***

***2010***

Revision: Original

REQUESTING OFFICIAL:

APPROVING OFFICIAL:

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# **Standard Operating Procedures (SOP) Compliance Statement**

A copy of this document shall be made available to all Elmendorf Aero Club members, employees and contractors. All Elmendorf Aero Club members, employees and contractors must comply with this SOP and all references included herein.

## **SUMMARY OF CHANGES**

This SOP supersedes the Elmendorf AFB Aero Club SOP, dated 1 January 2008, and incorporates AFI 34-217 and AFMAN 34-232 guidance and information previously contained in Pilot's Information File (PIF) items. This revision includes Seaplane operations at Six Mile Lake.

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# 1 ADMINISTRATION

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## 1.1 Application for Membership

Prospective members must apply for membership by submitting the documents listed in AFMAN 34-232, Aero Club Operations, attachment 7, Section 1 and a one-time, non-reimbursable initiation fee of \$35.00. The initiation fee is waived if the applicant has a letter of good standing from another military Aero Club. Applicants for membership may not fly until they have completed and acquired all documentation requirements, view the previous month's Safety Meeting or have been trained on current safety meeting information by the Aero Club Safety Officer, Manager, or Chief Pilot and the Manager signs the membership application. The prospective member will require 1 hour to in-process. The new member will have to have in their possession during in-processing the following documents:

1. Completed membership application
2. Military or authorized membership ID
3. Current Passport or original birth certificate, if required
4. FAA medical or Military medical per FAR'
5. FAA Pilot certificate
6. Member must register in Flightschedulepro.com with current information

All required copies will be accomplished by the in-processing officer.

## 1.2 Resignation

Members who resign must do so in writing using the Membership Termination Form which is available at the Aero Club or on our website. We will also accept an email indicating the date you wish to terminate your membership.

### 1.2.1 Deployments

When a club member has been given orders that will deploy them to an active combat zone, their accounts will be terminated and the membership cancelled from record, records released to the member with the issuance of a Letter Of Good Standing (LOGS). At such time they return to EDF and resume flight training or activity with the EAC all of the records will be reactivated. It is the member's responsibility for security and return of their records.

### 1.2.2 Temporary Duty (TDY)

When a club member has been given orders for TDY which are not to an active combat zone, that member will continue to pay dues while TDY. The waiving of these dues will be considered on a case by case basis with the final decision being rendered by the EAC Manager. The member may also resign his membership, which will result in following the procedure in 1.2.1 of this section. When the member re-joins the club he must present a LOGS in order to have all dues and initial costs waived.

### 1.3 Expulsion

The Manager may deny a member's flying privileges for cause in accordance with AFMAN 34-232. The Manager will then refer suspensions to the standardization board. The standardization board may recommend expulsion or reinstatement of suspended members in accordance with AFMAN 34-232. Final decision on any expulsions rests with the 3rd Wing Commander.

### 1.4 Meetings

Regularly scheduled meetings include the monthly safety meeting and instructor pilot meeting. The monthly safety meeting is usually held on the second Thursday of every month at 1800. The Chief Flight Instructor schedules the instructor pilot meetings (usually at 1700 prior to the Safety meeting) and the quarterly standardization board meeting. Times and places are distributed via email and posted on the welcome board in the lobby. In the case of a member missing the monthly safety meeting, the meeting will be videoed which must be viewed by the member in order to remain current. If the safety meeting video is not available, a flight instructor, that attended the safety meeting, may brief the member, at which time the member can then update their record in the Automated Dispatch Program (ADP) to show currency. If a member misses three consecutive safety meetings, their privileges as PIC will be removed and the member must attend the next safety meeting. The Safety Officer will accept notification from other flying clubs Safety Officers, Chief Pilots, or Managers in order to log currency for members that are TDY to or transit through Elmendorf AFB that wish to fly.

### 1.5 Scheduling Procedures

The Manager may rearrange the schedule to optimize utilization and maintenance. The Manager may also restrict one primary training aircraft and one IFR aircraft to local flights. The Manager may also restrict training in an aircraft to accommodate training for, or conducting, a check-ride prior to scheduled maintenance. Members can make reservations up to one year in advance on the internet scheduler at [www.flightschedulepro.com](http://www.flightschedulepro.com). Members seeking an initial aircraft checkout must complete the check prior to scheduling any aircraft for personal use.

#### 1.5.1 Reserving aircraft time

Only reserve the time necessary for preflight, flight, and taxi operations. Blocking out excessive time, prior to and after the actual flight, deprives other members of use of the aircraft. Complete all flight planning in time to take possession of the aircraft no later than the beginning of the reserved time block.

#### 1.5.2 Multiple aircraft reservations for the same time period

Multiple aircraft reservations for the same time period will cancel all those reservations for the member. Multiple "stand-by" reservations are acceptable.

#### 1.5.3 Aircraft remaining overnight (RON)

Aircraft remaining overnight (RON) off-station require management approval on a cross-country request form (AF Form 1583). Forms are located on a clip board hanging on the wall to the left of the scheduling computers.

#### 1.5.4 Cross-country flights (outside the local area)

Cross-country flights (outside the local area) and all flights within 35 miles of the Denali Massif require a cross country request form (AF Form 1583) for approval from the Manager, Chief Flight Instructor, Assistant Chief Flight Instructor or Safety Officer. However, any flight instructor can approve cross-country flights to Eielson AFB, Fairbanks, Gulkana, Homer, Iliamna, McGrath, and Valdez. Flights with an instructor during the course of syllabus training or member checkouts do not require an approved cross-country request unless a RON is planned.

#### 1.5.5 Flights scheduled for periods of 8-24 hours

The Pilot-In-Command of flights scheduled for periods of 8-24 hours will be billed for the greater of 3 hours or the actual hours flown. Flights scheduled for greater than 24 hours will be billed for the greater of the actual hours flown or 3 hours per each 24-hour period. The Manager may waive the minimum flight time charge if aircraft utilization is low or other circumstances apply.

#### 1.5.6 Scheduled FAA flight checks

Scheduled FAA flight checks have priority over all other scheduled flights. If a pilot scheduled for an FAA check ride preempts another scheduled member, he/she must notify the canceled member as soon as possible but no less than 12 hours prior to the intended check ride date and time. If such advance notification is not possible, the pilot must schedule the check ride to enable the minimum notification time to be honored.

#### 1.5.7 Cancelling scheduled flights

Members may cancel scheduled flights for convenience prior to 1700 local time on the preceding day without penalty. Cancellations for weather may be done at any time without penalty. If a plane is taken off the schedule for maintenance, affected members will be notified if possible. It is the member's responsibility to check the schedule for any possible changes prior to coming in to fly. Members and instructors are responsible for notification of cancellations.

## 1.6 Violations and Penalties

Upon receipt of a complaint, the Manager will investigate the circumstances and may assess members for violations as described below.

#### 1.6.1 Late, Unexcused Local Flight Cancellation

One hour at the aircraft rate and one hour at the instructor rate (at the discretion of the instructor) if scheduled.

#### 1.6.2 Late, Unexcused Cross-Country Cancellation

Two hours at the aircraft rate and two hours at the instructor rate (at the discretion of the instructor) if scheduled.

#### 1.6.3 No-Shows

"No-shows" for local flights may be charged for the entire time they had the aircraft reserved.

#### 1.6.4 Cross-Country "No-Shows"

Members may be assessed for the flight time reflected in their cross-country request.

#### 1.6.5 Scheduled Members Not Present

Scheduled members not present in the club at the start of the reserved time block will be given a fifteen minute grace period before the aircraft is open for any other member to take possession. Such changes will be cleared through the Manager, Chief Flight Instructor, or their designated representative. Members who call ahead about a late arrival may be excused.

#### 1.6.6 Instructors Who Arrive Late or Fail to Show

Instructors will compensate the member with one hour of free instruction.

#### 1.6.7 Failure To Return An Aircraft On Time

Failure to return an aircraft on time: PIC assessed one hour at the aircraft rate.

#### 1.6.8 Propeller Damage

Any pilot who damages a propeller, requiring dressing to return it to airworthy condition, during the time they are acting as PIC, will be charged a \$35 fee. The Manager may charge members the full amount if damage requires removal and refurbishment of the propeller. The chief mechanic has final word on airworthiness.

## 1.7 Member Responsibilities

#### 1.7.1 Additional Member Responsibilities Not Listed In AFMAN

In addition to the member responsibilities listed in AFMAN 34-232, members must also ensure club aircraft, equipment, and facilities are clean and not abused. All aircraft will be returned in a clean and neat state. If the aircraft is not clean, the PIC will be contacted and asked to return and clean it or he/she will be assessed a \$35 cleaning fee. (This does not include normal amounts of exterior mud, dirt or runway de-icing debris.

#### 1.7.2 Members Must Provide Personal Information

Members must provide the Aero Club with accurate and current personal information, including their home address, work phone, home phone numbers and an accurate e-mail address if they have one.

#### 1.7.3 Members Currency Requirements

Members shall track and maintain all currency requirements. The Aero Club *will not* notify members when they have lost currency or when records are outdated.

#### 1.7.4 Members Who Cancel Late

Members who must cancel late due to lack of aircraft currency may be subject to late cancellation/no-show penalties. The Aero Club Manager may impose the discretionary fee after consideration of any mitigating circumstances.

## 1.8 Member Accounts

#### 1.8.1 Dues Accrue Monthly

Dues accrue monthly from the time a member joins until the Manager receives a written letter of resignation. Dues are billed by credit card on the 15th of the month. If a member is on a waiting list for an instructor to begin training, they will not be charged dues until the month they are assigned an instructor. Members may authorize charges to their MasterCard or Visa credit card.

#### 1.8.2 Family Memberships

Family memberships are open to families as authorized by AFMAN 34-262. The sponsor must join the club at the family membership dues rate of \$40.00. All additional family members may join at no additional charge for dues or initiation fees. Family members are identified by having the sponsor's name and serial number on the dependent's identification card and completing sponsor information on the AF Form 1710, Membership Application.

#### 1.8.3 Overdue Accounts

When a member becomes 15 days delinquent on their account, their flying privileges are suspended until the account is brought current. A suspended member cannot be reinstated until all past charges are paid.

#### 1.8.4 Termination

A member will be terminated if dues are 30 days delinquent and the members has not updated credit card information or contacted the Aero Club. The Aero Club will attempt to contact the member. Terminated members will be deleted from the aircraft scheduling system and will not be reinstated until all past dues and charges, including a reinstatement fee of \$25.00 are paid.

#### 1.8.5 Membership Records

When a member resigns or is terminated they will have the option of taking their membership records with them or the records will be shredded. If you want your records advise the Admin Staff. The aero club will no longer maintain membership files for longer than 30 days unless you are paying dues.

#### 1.8.6 Letter of Good Standing

When a member leaves the Club for any reason they will be issued a Letter of Good Standing if all financial obligations have been met. Upon request, the Manager will issue a letter of good standing to allow inter-club flying at other military Aero Clubs and Flight Training Centers.

### 1.9 Instruction Rates

Instruction rates are the same for all instruction, (flight in all categories as well as ground). Instructors bill up to the actual session time, to include ground instruction and pre and post flight briefing time.

### 1.10 Incurred Expenses

Members are responsible for all landing fees, tie downs, storage fees, and fuel purchases at airports other than Elmendorf AFB. The Aero Club will reimburse members under the following circumstances:

#### 1.10.1 Hangar Reimbursement

If possible, pilots will hangar the aircraft if actual or forecast weather threatens damage. The pilot will be reimbursed the difference between hangar cost and outside tie-down cost.

#### 1.10.2 Aircraft Grounded Due to Equipment Malfunction or Damage

If an aircraft must be grounded due to equipment malfunction or damage, the member must provide reasonable security for the aircraft before leaving. The member is responsible for any personal expenses such as food, travel, or lodging. If the grounding is not due to pilot error or negligence, the Aero Club will reimburse the member for storage or hangar fees. The member shall not be liable for repair or return of the aircraft.

#### 1.10.3 Aircraft Grounded Due to Pilot Error/Negligence

If the aircraft is grounded due to pilot error or negligence, the member may be held accountable for the cost of repair, storage, and return of the aircraft.

#### 1.10.4 Members Shall Not Authorize Repairs

Members shall not authorize repair to any Aero Club aircraft without prior approval of the Manager.

#### 1.10.5 Costs of Returning a Stranded Aircraft

Members are responsible for tie-down fee and the fee of returning a stranded aircraft left away from Elmendorf AFB solely for personal convenience. Fees may include, but are not limited to, deadheading and return of aircraft dispatched with Aero Club pilots and/or mechanics to assist the stranded pilot/aircraft.

#### 1.10.6 Reimbursement of Fuel Costs

The Aero Club will reimburse members for fuel purchased at a designated rate based on Aero Club cost. The member must provide a receipt that includes the quantity of fuel purchased. Current reimbursement rate can be obtained from the Aero Club Manager or ops clerk.

### **1.11 Liability, Negligence and Unusable Aircraft**

Members are liable for damage to aircraft brought about by member negligence. This includes simple negligence as well as willful misconduct. If an Aero Club aircraft becomes unusable due to a member's actions, the Manager may assess a fee to cover repairs and lost profits. Such disabling actions may include, but are not limited to, towing accidents, leaving the master switch on, failure to return aircraft keys, leaving the aircraft unsecured, leaving the interior soiled, or any condition rendering the aircraft unusable. In the case of aircraft accidents, the Aero Club's insurance policy also covers the member for aircraft loss. However, the member must pay a \$250 deductible. This does not preclude the club seeking damages against the member in the event the loss was the result of willful misconduct.

### **1.12 Payments**

#### 1.12.1 Payment Types



Payments for aircraft rental, instructor fees, materials, and supplies are due and payable at the time incurred. For ground school class enrollment, students must pay the full tuition cost prior to the first class. Members may pay with cash, personal check, money order or an approved credit card (Visa or MasterCard). Members are responsible for filling out the Hobbs slip completely, accurately, and legibly. If payment is not received, the member's club privileges may be denied until the charges are reconciled.

#### 1.12.2 Payment by Cash

Cash payments are accepted only during normal office hours when administrative personnel are present.

#### 1.12.3 Payment by Check

Make checks payable to the Elmendorf Aero Club. Annotate the check number on the Aero Club receipt. Checks must have complete member information (e.g., name, address, member club account number, etc.) printed on them.

#### 1.12.4 Dishonored Checks

The NAF Accounting Office assesses a penalty for all dishonored checks. Club privileges will be denied until financial obligations are met. Repeated return of dishonored checks will cause the member's Aero Club privileges to be revoked.

### 1.13 Refunds

Only the Aero Club Manager can authorize a refund to a member contingent upon the circumstances.

### 1.14 Aero Club Access

#### 1.14.1 Securing the Facility

Office access to the Aero Club is controlled by cipher locks on the doors. Aircraft keys are secured in the key lock box. The last instructor, staff member or member leaving the Aero Club is responsible for ensuring the facility is left secure. These actions include, but are not limited to:

- All windows and doors are closed and locked.
- The coffee pot is turned off.
- All aircraft are secured. All Aero Club aircraft are to be secured, chocked, and grounded when in the hangar.
- Office lights and hangar lights are off.
- The hangar doors are closed.

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*Note: Follow the checklist posted on the double office doors going into the hangar.*

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#### 1.14.2 Access to Elmendorf

Club members are responsible for ensuring their own access to Elmendorf AFB. Members should anticipate delays with increased security measures and prepare for possible vehicle searches.

#### 1.14.3 Vehicle Parking

Vehicle parking is at the end of 23rd Street, west of the snow removal equipment yard. An Aero Club sign on the fence indicates Club parking. Access to the ramp is through the man gate with a cipher lock. Use caution for snow blowing operations and aircraft taxi operations on the ramp. No personal vehicles are authorized on the flight line for any reason. Members will cross the Aero Club parking ramp to access the club.

#### 1.14.4 Reporting of Suspicious Persons/Packages

Report any suspicious persons or packages to Aero Club officials or the security police immediately.

### 1.15 Inter-club Flying

Members may fly aircraft belonging to other Air Force Aero Clubs and flight training centers. Members should prearrange visits to schedule training and determine required documents. Transient pilots should bring a letter of good standing, a record of safety meeting attendance, and logbooks or PIF record depicting most recent flight experience. To fly Elmendorf Aero Club aircraft, a pilot from another military club must comply with Elmendorf Aero Club checkout and currency requirements.

### 1.16 Private Aircraft

#### 1.16.1 Private Aircraft Parking

The Manager assigns private aircraft parking on a first-come, first-served basis to club members and eligible non-members. If all parking spaces are full, the Manager will keep a stand-by list. When a spot is available, the Manager will assign parking from the stand-by list according to the priorities discussed in AFI 34-262, Services Programs and Use Eligibility. A limited number of spaces are available in the hangar for private aircraft. Contact the Aero Club Manager for availability and price.

#### 1.16.2 Private Aircraft In Hangar

Private aircraft may be brought into the hangar for preheat as a matter of courtesy only. Aircraft are to be parked in conjunction with the Aero Club parking plan so as not to hinder the movement or parking of club aircraft. Club personnel, at the owner's risk, may move any aircraft blocking club aircraft. Private owners may be assessed penalties for club revenues lost due to private aircraft interfering with club operations. Prior arrangements must be made with the club staff before bringing a privately owned aircraft into the hangar for any purpose.

#### 1.16.3 Private Aircraft Maintenance Bay

One maintenance bay may be available for private aircraft. Coordinate times with the Manager to

avoid conflicts with other members. You must be qualified under the FAR's to perform the work. If you are not qualified, you may hire a club mechanic (staff or contractor), at their discretion, to assist you. Club members using the hangar for maintenance must have prior approval from the Manager. A daily fee will be assessed for hangar usage. The Manager or Administrative staff will quote the fees upon request.

## 2 PILOT CHECKOUTS AND CURRENCY

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### 2.1 General

This chapter supplements FAR Part 61, Part 91, Part 141 and AFMAN 34-232.

### 2.2 Aero Club Check Outs

Instructors will evaluate all items on the applicable portions of the HQ AFSVA Instructor Standardization Guide. Instructors will evaluate pilot judgment on all flight checks.

#### 2.2.1 Night Checkout

The night checkout will start no earlier than the end of evening civil twilight and end no later than the beginning of morning civil twilight. You may be airborne prior to this time. Initial night checkouts will include 5 landings to a full stop. 4 landings will be conducted at an airport other than Elmendorf. Night re-currency checks will include 5 landings, all of which may be conducted at Elmendorf. Night landings to a full stop may be conducted at Big Lake; however an instructor must occupy a pilot seat.

#### 2.2.2 Mountain Checkout

Members must satisfactorily complete all items in the Aero Club mountain-flying syllabus prior to flying an Aero Club aircraft in or over mountainous terrain. Initially, members must view the mountain flying video and pass a written exam in order to fly in mountainous terrain. Annually thereafter, members will be required to take the online [Air Safety Foundation Mountain Flying Course](#). Course completion will be verified by placing the end of course certificate in the “local use” section of the member’s folder.

#### 2.2.3 Denali Checkout

Members must satisfactorily complete a Denali checkout prior to flying Aero Club aircraft within 35 nautical miles of the Denali Massif. A Denali checkout does not constitute a mountain checkout but may count as part of a mountain checkout. For checkout and Denali flight operations, see the “Elmendorf Aero Club In-Flight Guide”, applicable PIF items, and the “Mountain-Flying” syllabus. Prior to a Denali checkout, the member will annotate a chart (recommend 1:333,333 or 1:250,000 scale) of the Denali Massif with the checkpoints indicated in the Alaska Supplement.

#### 2.2.4 Proficiency Checks

The Manager, Chief Flight Instructor, or Assistant Chief Flight Instructor may require any member to demonstrate proficiency at any time.

#### 2.2.5 Initial and Annual Standardization Checks

Members will meet or exceed the FAR Part 61 standards for a flight review. Instructors may

endorse the member's logbook as appropriate. Annual Standardization checks will include at least 5 takeoffs and landings. At least one landing will be a short/soft field landing at Big Lake, Girdwood, or other suitable short gravel strip (field conditions permitting). A closed book emergency procedures test must be completed and filed in the members records for each aircraft type they are being checked out in before the check ride can be signed off. This must be checked off on the AF Form 1584 and the closed book test must be filed in the appropriate section of the member folder.

#### 2.2.6 Initial and Annual Instrument Checks

Members will meet or exceed the FAR Part 61 standards for an instrument proficiency check. Instructors may endorse the member's logbook as appropriate. Satisfactory completion of an instrument check does not count as a standardization check.

#### 2.2.7 Make and Model Checks

Make and model checkouts must include at least 5 takeoffs and landings. These checkouts may count as an annual standardization provided the member informs the instructor prior to the flight.

#### 2.2.8 Landing Currency

Members who need to regain landing currency for specific make and model or category and class will perform at least five takeoffs and landings (touch and go or full stop) with an instructor. Aircraft complexity from least to most complex is C-172, C-182, C-172RG, and PA-34 (Seneca).

### 2.3 Pilot Currency

See Figure 1 and AFMAN 34-232 for all pilot currencies.

### 2.4 Checkout Requirements

See AFMAN 34-232, attachment 4 for specific aircraft checkout.

### 2.5 Written Tests

All members are required to take an annual Aero Club standardization test. The initial standardization test and specific aircraft make and model test to include emergency procedures; will be taken, graded and corrected to one hundred percent. The aircraft test is a onetime test; however, the emergency procedures portion of the appropriate aircraft test will be completed annually in conjunction with the annual standardization test and/or check ride. Minimum passing score for any written test is 80%. All tests will be corrected to 100%. (For information regarding Mountain Flying written test and checkout see 2.2.2 Mountain Checkout.)

### 2.6 Practical Tests

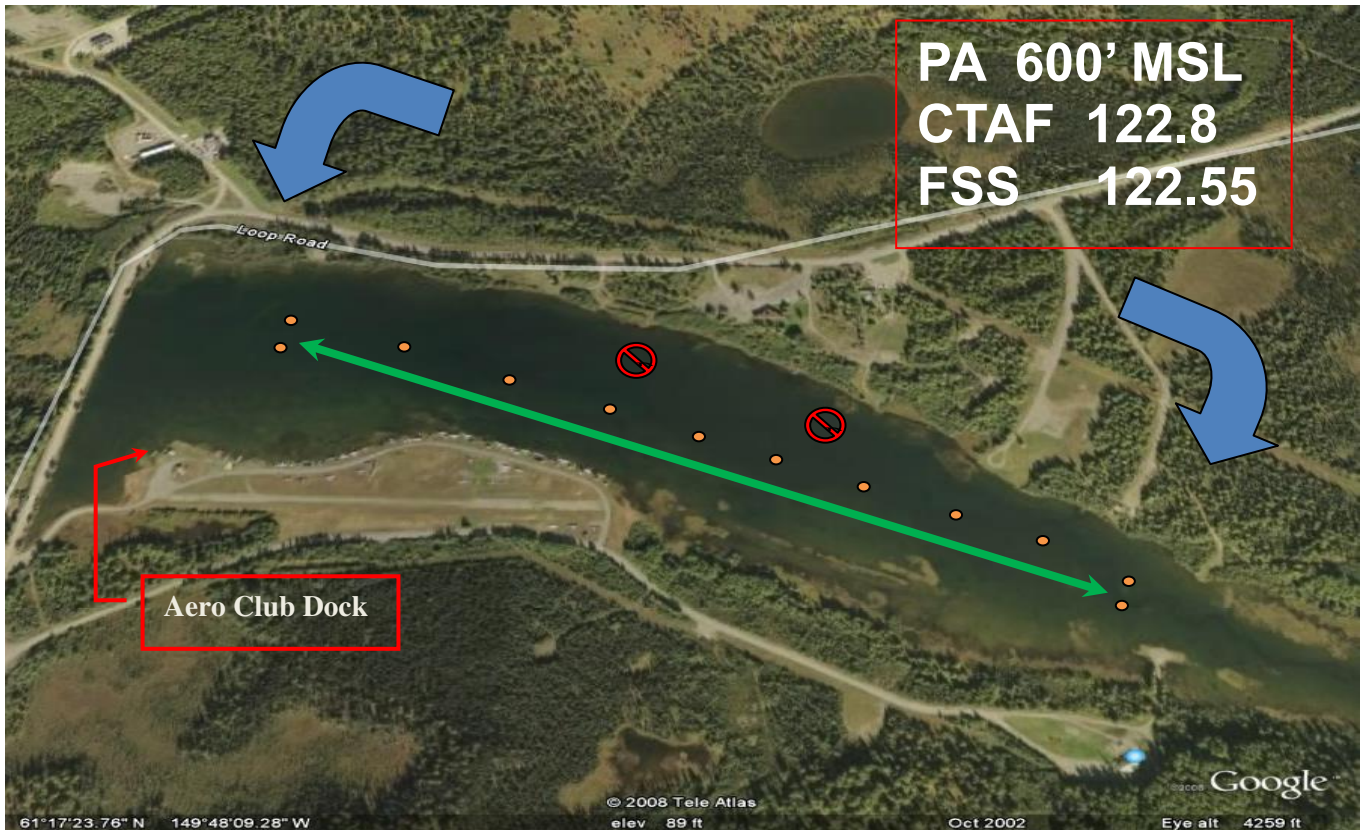
A successful private, commercial, ATP or CFI practical test may be credited as an annual Aero Club standardization check provided it is conducted in the most complex aircraft in which the member maintains currency. A successful ATP, commercial multi-engine (with instrument

privileges), instrument, or CFII practical test may be credited as an Aero Club instrument check.

**Complete all of the following requirements to count the FAA check ride:**

1. All applicable annual Aero Club written tests must be completed and graded prior to taking the FAA check ride.
2. The FAA designated examiner must sign the AF Form 1584.
3. Obtain Manager or Chief Flight Instructor approval on the AF Form 1584.

**2.7 SEAPLANE OPERATIONS**



**SIX MILE SEAPLANE BASE (AA06)**

**2.7.1 Seaplane Operations Area**

Aero Club operations are located at the southwest end of Six Mile Lake. The site consists of docks, a briefing building and tool storage shed. Keys to the buildings are maintained by Club Operations. Float instructors will be issued a key for their use. Aircraft keys are kept in the aircraft key locker by the front counter in operations. Keys for the fuel truck will be kept in the same locker and will only be used by the instructors and operations personnel. Extreme care

should be exercised when driving up to the float plane site as the road crosses the end of the Six Mile gravel runway. Stop and look before crossing!

### 2.7.2 Seaplane Operations

1. A member who desires a seaplane checkout or rating must have completed the Elmendorf Aero Club mountain checkout prior to starting seaplane training or seaplane operations.
2. An FAA flight plan must be filed for all flights. An AF Form 175 is not required. A telephone is available in the Six Mile Sportsman's fuel shack for filing.
3. Pattern altitude is 600 feet MSL and all patterns are to the North. Landing to the west requires right hand pattern, landing to the east requires left hand pattern. A no wind pattern is right hand pattern landing to the west.
4. Monitor 122.8 for all operations in the Six Mile Lake area.
5. All tach and Hobbs times must be annotated in the aircraft forms. Pilots must clearly print and sign their names. Times will be transcribed to the ADP at the end of the day and the ops personnel have to be able to read the forms.
6. Ensure all tie-downs and restraints are removed before attempting to depart the dock.
7. All occupants shall wear an approved flotation device during all water/flight operations in Aero Club float equipped aircraft.
8. Idle taxi only until clear of parked aircraft. Taxi will be parallel to the shore and clear of the docked waterway. This area is considered a No Wake Zone. Conduct taxi operations a safe distance offshore to prevent wake damage to parked aircraft and the shoreline.
9. Run-ups will be conducted only when clear of parked aircraft.
10. The marked area of the lake is not the total takeoff area. Use the full length of the lake with the C-172P.
11. Wind conditions may prohibit docking parallel to the shoreline. The PIC must determine the best docking method based upon actual conditions. Docking straight in between the two perpendicular docks, bow first, is acceptable except for a strong tail wind. Do not try to sail in stern first.
12. To tie the aircraft down, heel it in between the perpendicular docks by hand, and tie the floats down to the dock cleats. The tail tie-down must be secured as well.

### 2.7.3 Seaplane Refueling

1. Ground training must be accomplished for fuel spill, containment and recovery. All training must be documented. This training will be provided by the flight instructors or Safety Officer.
2. **Ground wires must be used!** Ensure the large wheeled fire bottle is positioned at the end of the docks. Reset the counter on the pump prior to transferring fuel. Touch the fuel nozzle to the fuel cap prior to opening it to discharge any static electricity that may have built up. After fueling, coil the

hose up in the back of the truck. Do not leave it on the ground. Ensure the pump is turned off.

3. Refueling will be done from the fuel truck parked in front of the docks. Grounding wires will be used for all refueling operations. A ground wire must be connected from the fuel truck to the ground and a separate ground wire to the aircraft. Fuel use will be annotated on the clipboard kept in the truck.
4. Due to EPA restrictions the float plane must be surrounded by the fuel containment boom. The parking area for the aircraft will have a containment boom placed along the dock. Any member who refuels the aircraft must place the boom across the front of the aircraft parking area. Retracting the boom is required prior to flight.

2.7.4 Seaplane Restrictions

1. Minimum waterway size – 3500 feet by 100 feet wide
2. Weather Minimums - 1500 feet and 3 miles visibility per SOP 4.2
3. Cross Wind Limit – 10 Knots
4. No night operations. Aircraft must be on water no later than the start of Civil Twilight.
5. No river operations
6. Operations on approved water-bodies only. (See list and disclaimer)

2.7.5 Seaplane Bodies of Water Authorized

- |  |                            |
|--|----------------------------|
| • Six Mile Lake                            | • Seven Mile Lake          |
| • Twin Island Lake: One T/O & Landing      | • Figure Eight Lake        |
| • No Name Lake (Lake west of Figure Eight) | • Big Lake                 |
| • Nancy Lake                               | • Willow Lake              |
| • Lake Hood                                | • Keyhole Lake (dual only) |
| • Flat Horn Lake                           | • Wasilla Lake             |
| • Red Shirt Lake                           | • Wasilla Lake Upper       |
| • Bulchitna Lake                           | • Nancy Lake               |
| • Trapper Lake                             | • Alexander Lake           |
| • Christiansen Lake                        | • Lake Lucille             |
| • Cottonwood Lake                          | •                          |

*Note:* Bulchitna, Trapper and Christiansen lakes require a separate checkout.

2.7.6 Seaplane, Other Restrictions

1. Any body of water not on this list is expressly prohibited from use unless specifically authorized on a cross country request approved by either the Chief Flight Instructor or Safety Officer and the Aero Club Manager.



Violation of this policy may result in the member's termination in the float program and membership in the Aero Club without appeal.

2. Any body of water not included in the above list may be nominated for inclusion. Inclusion requires approval by the Chief Flight Instructor, Safety Officer and the Aero Club Manager.
  
3. The pilot in command is responsible for lake peculiarities – i.e., touch and goes are prohibited on Red Shirt Lake. Violations, fines, etc. are the responsibility of the PIC and will not be passed on to the Aero Club.
  
4. Any sea lane that has two or more watercraft in close proximity *landings are prohibited.*

SALT WATER LANDINGS ARE EXPRESSLY PROHIBITED except for a bona fide emergency.

## **3 OPERATIONAL RESTRICTIONS AND AREA PROCEDURES**

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### **3.1 Authority and Waivers**

Aero Club operations are conducted in accordance with AFMAN 34-232, Wing Instruction 13-203, applicable supplements, and Federal Aviation Regulations (FARs). This chapter covers items specific to the Elmendorf Aero Club and local area operations. Waiver authority for procedures contained in this SOP rests with the manager or Chief Flight Instructor. Waiver authority for Air Force regulations or FARs rests with the office of primary responsibility for the appropriate regulation. Request waivers through the manager. Deviations from FAR's, Air Force directives or this manual are authorized when required to safely recover an aircraft during an In-Flight emergency. Any deviation requires a written account to the manager and wing flight Safety Officer, as soon as practical, or to the NTSB, if required. Failure to notify may subject the member to severe disciplinary or judicial action.

### **3.2 Restrictions and Requirements**

(See AFMAN 34-232, Ch 3)

### **3.3 Weather minimums**

(Student pilots see Ch 4)

For pilots with less than 200 hours total time, day VFR weather minimums are 2,500-foot ceiling and 5 miles visibility; night VFR minimums are 3,500-foot ceiling and 10 miles visibility. For pilots with more than 200 hours total time, day VFR weather minimums are 1500-foot ceiling and 3 miles visibility; night VFR minimums are 2500-foot ceiling and 5 miles visibility. Pilots with less than 200 hours total time are limited to 10 knots of crosswind at any airport of intended landing. Pilots with more than 200 hours total time will comply with the aircraft's maximum demonstrated crosswind component.

Less than 200 hours total time  
 DAY: 2500/5  
 NITE: 3500/10  
 X-WIND: 10 kts or less

More than 200 hours total time  
 DAY: 1500/3  
 NITE: 2500/5  
 X-WIND: Max demonstrated component

### **3.4 Instrument minimums**

For instrument rated pilots with less than 100 hours actual instrument time as PIC, departure and approach minimums shall be no lower than the lowest compatible circling approach minimums, both ceiling and visibility, or takeoff minimums as published in the Terminal Flight Information Publication, whichever are greater.

#### 3.4.1 IFR Pilots with over 100 hours

For pilots with over 100 hours actual instrument time as PIC, departure and approach minimums shall be the lowest compatible approach minimums at the departure airport or the takeoff minimums listed in the Terminal Flight Information Publication for the airport, whichever are greater.

#### 3.4.2 Current Instrument Rated Pilots

Aero Club pilots holding a current instrument rating may fly in the local area when ceiling and visibility are below 1500 feet and 3 SM in accordance with AFM 34.232, paragraph 3.17.1.6, if FAR 91 basic VMC conditions exist.

### 3.5 Icing conditions

Pilots may not operate Aero Club aircraft in actual or forecast icing conditions. If icing is forecast in clouds and precipitation, the aircraft may be flown as long as the pilot remains clear of clouds and precipitation. If In-Flight visibility does not permit visual contact with precipitation (for example, at night) and icing is forecast, pilots may not fly Aero Club aircraft.

### 3.6 Turbulence

Pilots may not fly Aero Club aircraft when forecast or known severe turbulence conditions exist in their proposed area of flight.

### 3.7 Surface winds/Temperatures

#### 3.7.1 Surface Winds Forecast

Flight will not be initiated if surface winds are forecast to be greater than 30 knots, and flights will be terminated as soon as practicable if surface winds exceed 30 knots.

#### 3.7.2 Temperatures

Do not operate Aero Club aircraft at airfields with an outside temperature of -20 F or colder. Do not perform extended maneuvers requiring power reductions of more than 1-inch manifold pressure per minute or 100 rpm per minute in outside air temperatures of -10 F or colder. Examples of such maneuvers are simulated engine failures or emergency descents. Stall and recovery procedures and touch and goes are permissible.

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*Note: NOT APPLICABLE TO PRIMARY STUDENT PILOTS. Temperatures for primary student pilots are listed in Chapter 4.*

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### 3.8 Weight and Balance

#### 3.8.1 PIC Calculates Weight and Balance

Before each flight, the PIC will calculate the gross takeoff weight, gross landing weight (if the maximum allowable gross landing weight is less than the maximum allowable gross takeoff weight for this aircraft), and the actual center of gravity for the loaded weight. The PIC will determine that these calculated values fall within the manufacturer's allowable weight and balance limits for the aircraft. Weight and Balance must be calculated and annotated on the reverse side of the DOD Form 175 or attached to Form 175.

#### 3.8.2 Use Aircraft Weight and Balance Records

Compute weight and balance from the aircraft weight and balance records using actual weights for the crew, passengers, baggage, fuel and cargo. Use only those loading tables listed by the manufacturer or approved by the FAA.

#### 3.8.3 Weight and Balance by Scale Weighing

Determine actual weight by scale weighing each passenger including carry-on baggage or asking each passenger his or her weight. If the PIC determines an obvious discrepancy in the weight given, weigh that passenger.

#### 3.8.4 Use Actual Weight for Cargo

Use actual weight for cargo. Use weight listed on shipping papers at the discretion of the PIC.

#### 3.8.5 Use Actual Fuel Weight

Use actual fuel weight based on dipping the tanks. Do not use estimated fuel weight based on the fuel gage readings.

### 3.9 Flight Plans

Before beginning a flight, pilots will prepare, per FAR 91.103, regarding preflight activities. Pilots will possess a current sectional or IFR chart(s) appropriate for the flight and an Alaska Supplement. Weather briefings will be the most current from Automated Flight Service Station (AFSS), Direct Users Access Terminal (DUAT) or Direct Users Access Terminal Service (DUATS).

#### 3.9.1 Flight Plan filing

The PIC must file a flight plan on all Aero Club flights, regardless of point of origination. All flights will use a DD Form 175 Flight Plan. When filing a flight plan at Elmendorf AFB, a dispatch sheet from the Automated Dispatch Program (ADP) must be attached and faxed to Base Operations with the flight plan.

#### 3.9.2 Flight Plan Filing with Base Operations

At Elmendorf AFB, file with Base Operations. Base Operations is considered the servicing flight service station for Elmendorf AFB. Verify they received the flight plan and dispatch sheet via telephone and record the verifying person's initials on the flight plan. Indicate intended area(s) of flight and proposed landing sites. Base Operations, in conjunction with the tower, will open a flight plan on departure and close a flight plan upon return to Elmendorf.

#### 3.9.3 Flight Plan filing at Other Locations

Departing from other airports, file with the servicing FSS. Remember to open and close a flight plan with the servicing FSS on departure or arrival, even when arrival is back at Elmendorf AFB. Tower should close flight plans upon flight arrivals at Elmendorf.

#### 3.9.4 Flight Plans Listing Destinations Other Than Elmendorf

Pilots intending to shutdown the aircraft at a location other than Elmendorf must list that location as their destination on the flight plan. Base Ops will file such a flight plan with FSS. The flight plan must be closed with FSS at the destination and a return flight plan must be filed with FSS. The return flight plan will be closed by Elmendorf tower upon arrival.

#### 3.9.5 Flight Plans Listing Elmendorf as the Departure Point/Destination

Flight plans filed with Base Ops listing Elmendorf as the departure point and destination, regardless of route and/ or intended stops will not be filed with FSS.

#### 3.9.6 Filing a Cross Country with Touch and Go's

Filing a single flight plan for a 2 or 3 legged cross country with touch and go's at each location is permissible as long as there are not extensive ground delays and the engine is not shut down.

### 3.10 Preflight

The PIC will determine whether the flight or series of flights can be completed without any required inspection coming due before the aircraft returns to Elmendorf AFB. Applicable inspections are documented on the aircraft status board, in the AFTO Form 781A, Maintenance Discrepancy and Work Document, and other forms in the aircraft's maintenance binder.

#### 3.10.1 Exceeding an Inspection limit

If the scheduled flight(s) cannot be completed without one of the inspections becoming overdue, the PIC will immediately contact the manager or the chief mechanic for instructions. Under no conditions will a PIC commence a flight if any required inspection limit has been exceeded. The PIC will determine that for deferred and corrected mechanical irregularities the aircraft has been certified approved for return to service in accordance with chapter 5 of this SOP.

#### 3.10.2 Record the beginning Hobbs time prior to engine start

Notify Aero Club staff of any discrepancies between the initial Hobbs reading and the last reading in the aircraft book before departing. In the event the Hobbs meter is inoperative, note the beginning tachometer reading. Flight charges will be computed at 1.2 times the tachometer time.

### 3.11 Covenant Not to Sue

No pilot, passenger or person, is authorized to fly in an Aero Club aircraft without a current Covenant Not to Sue (AF Form 1585) on file. Covenants are current for one calendar year. Covenants that are used for a single flight shall be attached to the flight plan. Passenger covenants that will be used for additional flights must be placed in the members folder. Covenants must be archived for five years.

### 3.12 Survival Equipment

Alaska state law as well as the USAF require survival equipment be carried onboard an aircraft for all flights. The aero club provided kits in the aircraft fulfill minimum Alaska requirements. They contain basic tools and first aid items and are provided only as a service to members. Therefore, members must build their own personal survival kits and carry them on all flights in order to comply with Alaska State Law and USAF regulations. The club provided aircraft kits contents are listed on a card attached to the handle of each kit. If any kit seal is broken it must be reported immediately to the aero club staff. Hazardous material shall not be stored in personnel lockers at the aero club. .

#### 3.12.1 Firearm

Members, who choose to carry a firearm, will comply with base and state firearms regulations. Firearms may be carried on base provided they are not concealed and the ammunition is stowed separate from the weapon. Weapons may be carried in plain sight, in a carrying case, in the vehicle's passenger compartment or in the trunk. Firearms shall not be stored in personnel lockers at the aero club.

#### 3.12.2 Arctic Clothing

Cold weather gear will be worn or carried on all flights from 1 October to 1 May and on all flights in mountainous areas regardless of the time of year. At all times the PIC shall ensure all persons on board the airplane are dressed appropriately so that they can be on the ground and survive in the existing, or worse, weather conditions. As a minimum this means having foot wear that will protect their feet and keep them warm and dry, clothing that will do the same, including a hat and gloves.” Tennis shoes, loafer, sandals or any other open toed “low quarter” type shoes will not be worn by either the PIC or passengers during the above time periods or on any mountain flight regardless of the time of year. Additionally, all occupants should have on long pants, long sleeve shirts, and carry a jacket even on summer mountain flights. Clearing authorities may cancel a member’s flight if any passenger is not adequately dressed.

### 3.13 Checklists

Use aircraft checklists during all operations in Aero Club aircraft (flow checks may be used in the traffic pattern). Report missing or inaccurate checklists to the Aero Club Staff immediately. Ensure checklists are left in the aircraft prior to leaving the club after completion of the flight.

### 3.14 Passenger Briefing

The PIC shall conduct the briefing prior to engine start using the Elmendorf Aero Club In-Flight Guide as a minimum.

### 3.15 Hangar Doors

Get a checkout from a club instructor or staff member prior to operating the doors solo. Follow the checklist and placards posted at the door controls. Make sure the safety locks (the red I-beams) are in place prior to moving anything or anyone through the doorway. **WARNING:** Do

not walk under hangar doors when they in motion.

### **3.16 Towing Aircraft**

Make sure the magnetos are “off” prior to ground handling (stow the keys on the dash as a signal to others). Tow aircraft using the appropriate tow bar. Ensure the tow bar is installed on the appropriate lugs above the nose wheel fork, not the wheel hubs themselves. Club aircraft are to be moved by at least two people. If less than 10 feet wing tip clearance is available, use a wing walker. Get assistance in pushing and spotting. Stow tow bars on the hook on the southeast corner of the hangar. Never leave an aircraft unattended outside with a tow bar attached. Members may be held liable for damage resulting from careless towing.

### **3.17 Taxiing**

Aircraft taxiing on a yellow taxi line have adequate clearance from all fixed objects. Ensure 25 feet of wingtip clearance from all objects. A good estimate is the distance from the pilot’s seat to the right wingtip. When not on a taxi line, ensure 25 feet clearance from all objects. Use wing walkers if clearance is in question. Do not taxi within 10 feet of any object. Stop and tow the aircraft. Ensure the area is clear before engaging aircraft starter. Monitor ground control whenever taxiing. Always taxi at a moderate speed not lift off speed.

### **3.18 Fueling**

Use only aviation fuel sources with adequate filtering. Do not "hot" refuel (fueling an aircraft with any engine running). See the Elmendorf Aero Club In-Flight Guide for fueling procedures. Stow the fuel hose properly after refueling and rewind the ground cable.

### **3.19 Fuel Sampling**

Use the fuel sampling procedures in the Elmendorf Aero Club In-Flight Guide. Fuel sampling is not authorized in the hangar.

### **3.20 Aircraft Lighting**

Landing lights should be "ON" during flight in the local flying area, in the Denali Massif area, and on cross-country flights below 5000 feet. Taxi lights will be used in lieu of landing lights on aircraft so equipped.

### **3.21 Run-up**

Complete run-up on the ramp northeast of the intersection of taxiway "P" and 24th Street. Elmendorf Ground will normally clear Aero Club aircraft to taxi from the Aero Club run-up area, down taxiway "P," to taxiway "N," to the runway, then contact EDF tower at the runway hold short line. If the Aero Club run-up area appears to be covered with ice, contact ground prior to

leaving the club for taxi to the runway of intended departure and perform the run-up while holding short on the side of the taxiway.

### **3.22 Gravel Runway Operations**

Do not perform static run-ups on unimproved surfaces. Use the utmost caution when taxiing on loose gravel, especially when taxiing off the runway proper. Loose gravel and rocks can easily damage propellers. Talk to a club instructor for magneto check techniques on unimproved surfaces.

### **3.23 Departure and Arrival Routes**

Comply with Wing Instruction 13-203 and FAR Part 93 for departure and arrival routes.

### **3.24 Radio Procedures**

When in the Knik Glacier area, make position reports on 122.7. In the Denali area or West Cook Inlet follow radio procedures in the Elmendorf Aero Club In-Flight Guide or Alaska Supplement.

### **3.25 Airfields**

Check the destination airfield conditions before takeoff to determine if that airfield is authorized and safe for use. In addition to the limitations in AFMAN 34-232, paragraph 3.17.6, the following limitations apply. For Sparrevohn and Soldovia a Mountain checkout, 200 hours (Category/Class) and a briefing must be documented on an AF IMT 1584 form.

#### **3.25.1 Sparrevohn**

Operations require specific approval from the site commander through the Aero Club Manager. No regularly scheduled weather is available and site personnel will not provide weather information. Pilots may obtain weather information from Elmendorf Weather, if available. Reported and forecast weather must be 1500/5 to file either to or from Sparrevohn. No facilities are available to Aero Club pilots, and pilots will not request assistance from site personnel except in an emergency. Provide details of any emergency assistance obtained from site personnel in writing to the manager within 3 days of return to Elmendorf. Each member of the party must take food and supplies to last four days past the scheduled return date. Comply with instructions from site personnel regarding camping or hunting locations.

#### **3.25.2 Seldovia**

The runway must be free of snow, ice, and standing water. Due to known terrain illusions and potential wind shear conditions on short final, the computed takeoff roll plus landing roll must be less than the published runway length. Enroute, current conditions may be available from Homer Radio.

#### **3.25.3 Hope (5HO)**

Landings at Hope are restricted to dual only.



**3.26 Minimum Runway Length**

Minimum runway length is 2000 feet by 50 feet wide. Touch and go's are prohibited on any runway less than 2400 feet. Minimum runway length for multi-engine aircraft is the corrected accelerate/stop distance, or 3500 feet, whichever is greater.

**3.27 Runway 24 Operations**

Intersections N1 and N2 are 2600 feet and 3200 feet respectively from the departure end of runway 24. Both meet the length criteria for takeoff, per AFMAN 34-232, 3.17.6.4 and 3.17.6.7; However, there is also a BAK 12 barrier located 1780 feet from the departure end of runway 24. N1 is only 820 feet from the barrier and N2 is 1420 feet from the barrier. Both of these distances are inadequate to assure that the aircraft does not roll over the barrier, either on takeoff or during an aborted takeoff. Therefore, takeoffs on runway 24 from either N1 or N2 are *not authorized*. See Figure 2 for airport intersection departures.

**3.28 Runway Condition Reading (RCR)**

No Aero Club aircraft will take off or land when the RCR is 05 or below or braking action is NIL (actual or reported) except for an airborne emergency.

RCR Equivalent values to braking action  
02-05 = NIL  
06-12 = POOR  
13-18 = FAIR  
19-25 = GOOD

**3.29 Take Off and Landing Data**

Ice and snow on runways may significantly increase takeoff distances and significantly increase or decrease landing distances. Pilots without experience in snow and ice covered runways will seek training from a club instructor prior to attempting winter operations.

3.29.1 Airfield Condition

Do not operate the aircraft under any of the following ground conditions.

- More than two inches of tire sink in mud, sand, gravel, or wet snow.
- More than 1/2 inch of slush.
- More than four inches of snow.
- Taxiing through snow berms more than 4 inches is prohibited.

3.29.2 Prohibited Airfields

Pilots may not operate Aero Club aircraft at the following airfields.

|                |              |                   |                  |
|----------------|--------------|-------------------|------------------|
| Barnhart Strip | Cantwell     | Chena Hot Springs | False Pass Strip |
| Kasilof        | Kivalina     | Paxson            | Phillips Field   |
| Port Graham    | Tok Strip #2 | Summit Field      | Sheep Mountain   |
| Skelton        |              |                   |                  |

### 3.29.3 The PA-34 Seneca II

Pilots will not perform take offs and landings in the PA-34 Seneca II on gravel or unimproved surfaces unless specific approval has been obtained from the Club Manager or Chief Flight Instructor.

## 3.30 Post-flight

### 3.30.1 Charges/Hobbs Record

Charges for aircraft rental and flight instruction are computed from the Hobbs meter. Record Hobbs readings in the aircraft Hobbs record before engine start, and after engine shutdown. If the tenth's digit of the Hobbs meter has moved off center, use the higher reading. Notify Aero Club staff of any discrepancies between the initial Hobbs reading and the last reading in the aircraft book. In the event the Hobbs meter is inoperative, use tachometer readings. Compute flight charges at 1.2 times the tachometer time. In addition to the starting and ending Hobbs readings, print your name and member number in the appropriate blocks. If instruction is given, instructors should enter instructor number, and length of instruction time.

## 3.31 Remaining overnight (RON) Procedures

Aircraft remaining overnight at locations other than Elmendorf must be tied-down or hangared, chocked, locked, and all valuables and fly-away equipment removed. Secure the aircraft before leaving. All arrangements for securing the aircraft must be made prior to departing Elmendorf. A record of parking locations and telephone numbers, where appropriate, will be left with the flight plan. If severe weather is forecast, hangar the aircraft if hangars are available. A cross-country request is required for RON.

## 3.32 Winter Engine Care (October through April)

Use engine covers for any stop more than 30 minutes. All covered engines that have been exposed to temperatures below freezing for more than 3 hours or are otherwise cold soaked, must be preheated until the cylinders are warm to the touch. Allow engines to idle below 1200 RPM for 3 minutes after starting whenever the surface temperature is below freezing. Hangar aircraft after flight unless the next PIC physically accepts responsibility for the aircraft.

## 3.33 Winter Parking Outside of Hangar (October – April)

Aircraft parking in front of hangar during winter months will comply with Parking Plan. See Figure 3 for parking plan. This parking procedure is to assist in the preparations for taxi of aircraft to the fuel pumps as well as taxi to the run-up area for departure. Please make note of the aircraft location when parked, the doors of the aircraft are even with the brown man doors of the hangar. This will assure abundant room for aircraft movement into and out of the hangar.

### **3.34 Hangar Parking**

Park aircraft according to the plan posted in the flight planning area. The spot on the northeast corner is reserved for the Seneca. Leave tow bars attached to the first three aircraft parked in the center of the hangar (those facing east). Park grounded aircraft with their nose to the wall. Chock and ground the aircraft. All aircraft will be moved or parked as operational needs dictate to include POA's. If a POA needs to be moved the staff may move the aircraft without notifying the owner.

### **3.35 Lost Articles**

Members are responsible for the keys, microphone, aircraft flight manual, checklists, In-Flight guide, survival kit, chocks, tie-down ropes, and, if issued, engine and wing covers, tie-down kits and life preservers. The manager may charge members the replacement cost for missing items. Members may be held liable for revenues lost due to missing items such as keys, checklists, or anything rendering the aircraft unusable.

### **3.36 Clearance/Dispatch Procedures**

All pilots must complete a Crew Resource Management (CRM) checklist. Any pilot with a score of 70 or above will not fly that day. No one may clear student pilots except as described in AFMAN 34-232, paragraph 3.11.1

#### **3.36.1 Student pilot solo operations**

Student pilot solo operations will not be allowed without a club instructor on duty and present at the club. A telephone contact number for the student's instructor is highly encouraged.

#### **3.36.2 Grounding Members**

The manager, Safety Officer, Chief Flight Instructor and club instructor pilots, have the authority to ground any member for cause. The office manager may ground members for failure to pay debts owed the Aero Club. Once grounded, the manager may suspend the member according to AFMAN 34-232 or remove the member from the grounded list. The office manager may remove members from the grounded list for debt payment if the debt was the only reason for the grounding.

### **3.37 Lost Communications Procedures**

Pilots on IFR flights experiencing two-way communications failure will comply with FAR 91.185. VFR pilots losing communication after initial contact with EDF tower will comply with Wing Instruction 13-203, paragraph 94.6 and 94.7 and the In-Flight Guide.

### **3.38 Lost and Alternate Airfield Procedures**

#### **3.38.1 Lost Pilot**

If you become lost, maintain terrain clearance, establish a climb to increase radio range, and

make every effort to establish radio contact with an FAA facility on a normal frequency. If this fails, attempt contact on 121.5 and ask for help. If this fails, the pilot should plan an emergency landing while sufficient fuel remains to accomplish a power-on landing, using the aircraft checklist. After landing, activate the Emergency Locator Transmitter (ELT). See the Elmendorf Aero Club In-Flight Guide for expanded procedures.

#### 3.38.2 Alternate Airfield

In the event Elmendorf AFB is not useable, divert to the nearest open, adequate airfield in the following order: Merrill Field, Birchwood, Anchorage International, Palmer, Wasilla, Willow, Talkeetna, Kenai, Soldotna, or any other airport without running out of fuel. Contact Flight Service or ATC on the appropriate published frequency and inform them of your intentions to divert. After landing, close your flight plan and contact the Aero Club for further instructions. If the aircraft is left unattended, comply with all "remain overnight" procedures. See the Elmendorf Aero Club In-Flight Guide for expanded procedures.

### 3.39 Weather Recall/Severe Weather

#### 3.39.1 Weather Recall

If required, the Operations Staff will advise pilots to divert based on weather information. This does not relieve the pilot in command of the responsibility for the safe conduct of the flight. If necessary, divert to another airfield and call the Aero Club.

#### 3.39.2 Hazardous or Severe Weather

If severe weather is encountered, land immediately chock and tie down all aircraft, install the flight control lock and rudder lock, and contact an Aero Club official to advise them of the situation. If the weather becomes severe enough, it may be necessary to hangar as many aircraft as possible.

**If severe weather is encountered away from Elmendorf, initiate the following procedures:**

1. If on the ground, remain there and secure the aircraft.
2. If airborne, divert to the nearest suitable airport where a safe landing can be accomplished. If encountering moderate or severe turbulence, maintain at or below  $V_a$  (maneuvering airspeed).
3. Hangar the aircraft if possible. Ensure the aircraft is tied down, chocked, and control lock installed.
4. Contact an Aero Club official.

### 3.40 Emergency Evacuation

Pilots will brief all passengers before every flight on the proper procedures for emergency evacuation of the aircraft. Use the procedures in the pilots operating handbook (POH), PIC passenger briefing or the In-Flight Guide.

Whenever the pilot-in-command (PIC) is the sole Aero Club member on board the flight, the PIC

is assigned all emergency evacuation duties. If a second Aero Club pilot is on the flight, the emergency evacuation duties are assigned as follows. If either pilot is incapacitated, the other pilot will assume all emergency duties.

**Pilot-in-command:**

1. Opening the main cabin door, if possible.
2. Assisting passengers to disembark.
3. Leading passengers to safety.
4. Notifying proper authorities and requesting aid.

**Second pilot:**

1. Opening the emergency exit, if possible.
2. Ensuring all viable passengers have disembarked.
3. Accounting for all passengers.
4. Administering first aid.

### **3.41 Fire on the Ground**

In case of fire on the ground, pilots will declare the emergency on ground or tower frequency, if conditions permit, before egressing the aircraft. After leaving the aircraft, remain well clear, but stay on scene until the fire response force arrives.

### **3.42 Collision Avoidance and Wake Turbulence**

All Aero Club pilots are responsible for the content described in Chapter 4.6 “Collision Avoidance and Wake Turbulence” beginning on Page 4-2.

## 4 Student Pilot Procedures

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### 4.1 Application

The following safety procedures and practices are required and designed to be used for all primary and advanced students enrolled in a FAR Part 141 or FAR Part 61 course of training.

### 4.2 Weather Minimums

**The minimums for training flights, dual and solo, are as follows: (Dual is defined as having an Aero Club instructor on board the aircraft.)**

|                            | <u>CEILING</u> | <u>VISIBILITY</u> |                 |
|----------------------------|----------------|-------------------|-----------------|
| Dual local flights         | 1500 feet      | 3 miles           |                 |
| Dual cross-country         | 1500 feet      | 3 miles           |                 |
| <i>(Primary Students)</i>  |                |                   |                 |
| Solo local flights         | 2500 feet      | 10 miles          |                 |
| Solo cross-country         | 3500 feet      | 10 miles          |                 |
| <i>(Advanced Students)</i> |                |                   |                 |
|                            | DAY            | NIGHT             | X-WIND          |
| Less than 200 hours total  | 2500/5         | 3500/10           | 10 kts or less  |
| More than 200 hours total  | 1500/3         | 2500/5            | Aircraft limits |

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**Note:** *Student pilots (primary only) will not fly solo when ground temperatures are colder than 0°F or -18 degrees Celsius unless the student's instructor approves EDF traffic patterns only.*

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**The maximum wind limits for flight training are as follows**

| <u>Solo</u>                             | <u>Total</u> | <u>Crosswind</u>  |
|---|--------------|-------------------|
| Primary Student Pilot                   | 15 knots     | 10 knots          |
| Private Pilot                           | 30 knots     | * See note below. |
| All other pilots including dual flights | 30 knots     | * See note below. |

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**Note:** *\* Maximum demonstrated crosswind for the aircraft.*

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### 4.3 Starting and Taxiing Aircraft

The procedures on the ramp are as follows:

1. Use checklists for all flights during preflight, starting, taxi, takeoff, pre-landing, post landing, and post-flight operations. Do not perform checklist items when aircraft is in motion on the ground (taxiing, landing roll, etc.) unless it is a requirement of the maneuver (example: short field landing)
2. Look around carefully; turn the rotating beacon on prior to start, and shout "CLEAR" before attempting engine start.
3. Do not start the engine in the hangar or inside any structure. Aircraft being moved into and out of the hangar will be towed, by at least two persons, with an approved tow bar only. Taxiing within 20 feet of the hangar is prohibited.

### 4.4 Fire Extinguishers

Extinguishers are located in each aircraft, refueling area, and the parking ramp when aircraft are parked outside. Familiarize yourself with the location, types, and operation of the fire extinguisher.

### 4.5 Re-dispatch Procedures

If a pilot (student or advanced) makes an unscheduled landing (i.e., weather divert, etc.) at one of the airports that is approved for club use (in Alaska Supplement, more than 2000 feet long by 50 feet wide, and not on the closed airport list published in the SOP), the pilot shall:

1. Call the Aero Club, at which time an Aero Club instructor may re-dispatch a student pilot. A club instructor may re-dispatch a private pilot and above, provided a normal landing was made on the runway surface and no damage was sustained.
2. Do not attempt a takeoff unless you have been re-dispatched.
3. If a landing was made on an airport other than one listed as approved, or if damage or suspected damage was done, or the aircraft made an unplanned departure from the runway surface during taxi, takeoff, or landing, only the Aero Club Chief Flight Instructor or manager may re-dispatch that flight.
4. If an off-airport landing is made, the flight will not be re-dispatched.

When re-dispatching a flight, each clearing authority shall complete the following:

1. Obtain the telephone number where the aircraft is located (if available).
2. Ask the pilot how much fuel is on board and ensure enough fuel for safe return flight prior to re-dispatch.
3. Verify normal landing was made and no damage to the aircraft.

### 4.6 Collision Avoidance and Wake Turbulence

Extreme caution must be maintained to avoid aircraft collision hazards in the air or on the ground.

#### 4.6.1 Taxiing behind Jet/Large Aircraft

Use extreme caution when taxiing behind jet/large aircraft or near a helicopter, (due to jet blast or prop wash) with engines running, to avoid being blown over. Remain at least two taxi lights distance from fixed wing aircraft and at least three rotor blade diameter distances from a helicopter.

#### 4.6.2 Following Yellow Taxi Lines

All Aero Club aircraft shall follow the yellow taxi lines unless otherwise directed by ground control or tower.

#### 4.6.3 Pilot's Role in Collision Avoidance

All club members should read FAA Advisory Circular 90-48C, "Pilot's Role in Collision Avoidance," available on our website at: [www.elmendorfaeroclub.com](http://www.elmendorfaeroclub.com). There is also a video available that is produced by AOPA entitled "Midair Collision Avoidance." This video is in the bookcase for your viewing.

#### 4.6.4 Wake Turbulence Awareness

All pilots are required to be aware of the perils associated with wake turbulence and low-level wind shear. All pilots are to be aware of the hazardous wake turbulence areas within the Anchorage Bowl. Pilots should refuse any instruction or clearance they judge to be a wake turbulence hazard. All pilots should read FAA Advisory Circular 90-23F, "Aircraft Wake Turbulence", available on our website.

## 4.7 Airports

#### 4.7.1 Goosebay airport (Z40)

This airport is not authorized for use for any student enrolled in a FAR Part 141 flight training program. Airports must have a wind direction indicator that is visible from either end of each runway at ground level per FAR 141.38.

## 4.8 Minimum Altitudes

#### 4.8.1 Altitude Restrictions

Altitude restrictions, except for takeoffs and landings, are in accordance with AFMAN 34-232, 3.17.7 and FAR Part 91.119.

#### 4.8.2 Minimum Maneuvering Altitude

The minimum altitude for rectangular courses, S-turns, turns about a point, or eights on pylons is 800 feet AGL.

#### 4.8.3 Mountainous Terrain

Pilots will not fly in, around or over mountainous terrain unless mountain training has been completed and documented. See AFMAN 34-232, 3.17.7



## 4.9 Other Restrictions

**All pilots will comply with the following:**

1. No static run-up on unimproved surfaces.
2. Use the utmost caution when taxiing on loose gravel, especially when taxiing off the runway proper. Loose gravel and rocks can easily damage propellers.
3. Landing lights are not only useful for taxi, takeoffs and landings, but also provide a means by which airplanes can be seen at night by other pilots. Pilots are encouraged to turn on their landing lights when operating within 10 miles of an airport. This is for both day and night or in conditions of reduced visibility.
4. Prior to executing practice maneuvers such as steep turns, slow flight, stalls, or commercial maneuvers, clearing turns shall be accomplished.
5. Solo simulated forced landings are prohibited, for primary student pilots. Simulated forced landings are prohibited below 500 feet AGL except when operating at an authorized airfield and the aircraft is in a position to touch down on the runway.
6. Student (primary) solo touch-and-go landings are prohibited, except during an emergency go-around. Only full-stop landings with a taxi back are allowed for takeoff during initial supervised solo. After the first solo supervised solo cross-country students may be authorized solo stop and go landing by their instructor.
7. Student (primary) pilots shall not fly more than 10 hours solo or exceed 30 days without a dual proficiency flight.
8. Student (primary) pilots shall not fly solo at night.
9. During the initial radio call to any controlling agency (i.e., ground, approach, FSS, etc.), a student (primary) pilot will announce that they are a student pilot. This phraseology should be used as a suffix to the aircraft call sign (e.g., "N453SP, Student Pilot.").

## 4.10 Training Area

### 4.10.1 Aero Club Training/Practice Area

The Aero Club training and practice areas are depicted on a chart in the flight planning area. Student training will be conducted in this area and will be listed on the flight plan DD Form 175 under route of flight.

### 4.10.2 Check NOTAMS

Prior to flight, check NOTAMS to determine the status of R-2203 A, B, and C. Avoid the restricted areas if they are active.

### 4.10.3 Cross-Country Training Routes

Pilots who are flying cross-country in an approved private pilot course of training will use one or any combination of the following approved standard training routes and airports. The sequence of each route may be reversed as desired. One leg of these routes may be omitted provided all time and/or distance requirements are met by the cross-country flight.

4.10.3.1 **Pilots in training flying dual, day only**

|                     |                 |
|---------------------|-----------------|
| EDF-SKW-ENA-EDF     | EDF-SWD-HOM-EDF |
| EDF-TKA-SKW-EDF     | EDF-SWD-ENA-EDF |
| EDF-GKN-TKA-EDF     | EDF-VDZ-GKN-EDF |
| EDF-ENA-SKW-TKA-EDF |                 |

4.10.3.2 **Student pilots flying solo**

|                 |                 |
|-----------------|-----------------|
| EDF-SKW-TKA-EDF | EDF-SXQ-TKA-EDF |
| EDF-ENA-HOM-EDF | EDF-SXQ-HOM-EDF |
| EDF-HOM-TKA-EDF | EDF-SXQ-ENA-EDF |
| EDF-SKW-ENA-EDF | EDF-ENA-TKA-EDF |

4.10.3.3 **Pilots in training flying dual, day or night**

|                 |                 |
|-----------------|-----------------|
| EDF-SXQ-ENA-EDF | EDF-SXQ-TKA-EDF |
| EDF-HOM-ENA-EDF | EDF-HOM-TKA-EDF |
| EDF-SXQ-HOM-EDF | EDF-ENA-TKA-EDF |

|     |               |     |           |
|-----|---------------|-----|-----------|
| EDF | Elmendorf AFB | SWD | Seward    |
| ENA | Kenai         | SXQ | Soldotna  |
| GKN | Gulkana       | TKA | Talkeetna |
| HOM | Homer         | VDZ | Valdez    |
| SKW | Skwentna      |     |           |

4.10.4 **First Two Student Solo Cross-Country Flights**

The first two student solo cross-country flights will be to airports previously flown to by the student on a dual training flight.

4.10.5 **Solo Cross-Country Flight**

The solo cross-country flight must occur within fifteen (15) days of the dual flight. A renewal may be accomplished by reviewing cross-country procedures/requirements on a local dual flight. The renewal must be documented in the student’s training folder.

## 5 Safety Program

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### 5.1 Objective

The objective of the Elmendorf Aero Club Safety and Accident Prevention Program is to ensure safety procedures and techniques are part of all club operations. The program includes safety meetings, newsletter articles, hazard reporting, and accident/incident reporting. Special program emphasis includes training, standardization, and pilot currency. The goal of the safety program is zero accidents and incidents.

### 5.2 Ground Safety

Any member discovering an unsafe condition must take steps to correct it on the spot. If the hazard is not immediately correctable, report the condition to the Aero Club Safety Officer or Unit Safety Representative (USR) immediately.

### 5.3 Safety Publications

A comprehensive safety bulletin board and safety read files are located in the Aero Club flight planning room. The Pilot's Information Files (PIF's) are located in the flight planning room and on the website, including applicable Air Force Aero Club accident reports, must be reviewed annually.

### 5.4 Safety Meeting Attendance

Each member is required to attend scheduled safety meetings. The monthly safety meeting is normally held on the second Thursday of each month, unless prior and advanced notice is given, announcing a new date and time. If members do not attend a scheduled safety meeting, they will be required to view the missed safety meeting videotape prior to acting as Pilot in Command in any Elmendorf Aero Club aircraft. Members are not allowed to miss more than a total of two consecutive scheduled safety meetings without seeking prior approval from Elmendorf Aero Club management.

**The following procedures apply:**

1. Members attending the safety meeting will sign in on the attendance roster. Falsifying attendance entries will result in loss of Aero Club privileges.
2. Absent members will be required to view the missed safety meeting videotape.
3. If for any reason the safety meeting videotape is not available for viewing, members will be briefed on safety meeting agendas. Authorized briefers are the manager, Chief Flight Instructor, Safety Officer, or club instructors.

4. There is no excused missed meeting except for the following circumstances:
  - Military Operation – Letter Required
  - Mandatory Military Meeting – Letter Required
  - Military Deployment – Copy of Orders Required

## 5.5 Unusual Circumstances

Any pilot in doubt about the safety of continued flight should land as soon as practical and contact an Aero Club official for advice and assistance. Unusual aircraft occurrences should be reported as soon as possible.

## 5.6 Accident and Incident Reporting Procedures

### 5.6.1 Mishap and Accident Notification

Any member involved in an accident or incident will notify the Aero Club Manager, Aero Club Safety Officer, Chief Flight Instructor, and or Base Operations as soon as possible, they are listed on the “Mishap and Accident Notification Plan” in the aircraft In-Flight Guide, and on the safety bulletin board in the flight planning room. Once any contact has been made with any of the aforementioned no further contact is necessary. Complete a Safety In-Flight Emergency (IFE) worksheet and AF Form IMT 711B, Aircraft Flight Mishap Report, detailing the occurrence, and notify the Aero Club Manager, Operations Officer, Safety Officer or any other Club official or instructor as soon as possible.

### 5.6.2 Accident Mishap Statements

Upon return to EDF complete statements from each passenger and the PIC must be written and surrendered to the Club Manager and Club Safety Officer.

### 5.6.3 Hazardous Air Traffic Report

Members observing a hazard during flight or experiencing a bird strike must accomplish an AF Form 651, Hazardous Air Traffic Report (HATR), for submission to the 3rd Wing Safety Office and a copy to the Club Manager and Safety Officer.

### 5.6.4 When to Notify the National Transportation Safety Board (NTSB)

From the time any person boards the aircraft with the intention to fly until all such persons have disembarked, the occurrence of any of the following require the Elmendorf Aero Club to notify the National Transportation Safety Board:

- An aircraft accident, as defined in NTSB Part 830.
- A flight control system malfunction or failure.
- The inability of any required flight crewmember to perform his normal flight duties as a result of injury or illness.
- In-Flight fire.

- Aircraft collision In-Flight.
- Damage to property (other than an aircraft) if the cost of repair is estimated to exceed \$25,000. If the property is considered a total loss, then notification is required if the lesser of the estimated repair cost or its fair market value exceeds \$25,000.
- An aircraft is overdue and is believed to have been involved in an accident.
- Release of all or a portion of a propeller blade from an aircraft, excluding release caused solely by ground contact.

#### 5.6.5 Procedure of NTSB Notification

**Elmendorf Aero Club personnel will notify the NTSB by the most expeditious means available, as follows:**

1. The Pilot-in-Command (PIC) shall notify the Manager, who will immediately notify Base Operations, 3 WG Safety and the NTSB. This notification may be through the FAA (ATC or FSDO) if possible or by telephone.
2. If the PIC cannot immediately contact the Manager, the PIC will immediately notify Base Operations, 907-552-2107. This notification may be through the FAA (ATC or FSDO) if necessary.
3. If the Manager has good reason to believe the PIC cannot contact him, and that one of the occurrences requiring notification has happened, he will immediately notify the NTSB. This notification may be through the FAA (ATC or FSDO), if possible; or may be direct to the NTSB, if necessary.
4. Elmendorf Aero Club employee, contractor or member will also give a copy of this report to the Aero Club Manager.

## 5.7 Fire Prevention Program

This program applies to all personnel employed by the Aero Club, full time, part time, contractor, and persons using the Elmendorf Aero Club.

- In the event of a fire, the nearest alarm box should be pulled out and down.
- Personnel safety is of primary importance. The Aero Club Staff will ensure that the base fire department, phone number 911, is notified immediately and given the following information: location of the fire within the structure (if applicable), nature of the fire (if known), and name of individual reporting the fire.
- If possible, attempt to control the fire using the proper extinguisher for the type of fire. DO NOT USE WATER EXTINGUISHERS ON ELECTRICAL FIRES.
- To evacuate the premises, ensure that all rooms are checked and all personnel are advised to leave the structure. The Aero Club Staff should accomplish this in an orderly manner. Isolate

the fire from the other areas by closing doors and windows after all personnel have been evacuated.

- Never block the path to a fire extinguisher, even for temporary periods of time. Whenever a fire extinguisher is discovered having a broken seal, having been discharged or damaged, notify the Aero Club Manager.

### 5.8 Fuel Spills

In the event that a fueling hose is damaged or broken that causes a leak, or a fuel spill is noted, immediately turn off the fuel pump with the operating handle or the emergency stop button. If no immediate danger of fire exists, push the aircraft out of the danger area and immediately notify the Manager and the Fire Department. Fuel spill training will be accomplished annually at the Aero Club Safety Meeting. Other questions shall be directed to the Aero Club Manager.

### 5.9 Bird Aircraft Strike Hazard (BASH) Program

Reference 3WGI 91-212 Bird and Wildlife Aircraft Strike Hazard (BASH) Program Base Operations declares all bird watch conditions for Elmendorf AFB. If a bird strike occurs, notify Base Ops and an Aero Club official. Fill out BASH report (AF Form IMT 853) and turn it in to the Manager. BASH training will be accomplished annually at the Aero Club Safety Meeting. Other questions shall be directed to the Aero Club Manager.  
See Figure 4: BASH Exclusion Zone

**The following terminology will be used to disseminate bird activity:**

1. Bird Watch Condition "Severe": Heavy concentrations of birds in the immediate vicinity of the runway
2. Bird Watch Condition "Moderate": Concentrations of birds in airport vicinity present a probable hazard to safe flying operations.
3. Bird Watch Condition "Low": Normal bird activity.

#### 5.9.1 BASH Traffic Pattern Restrictions

EDF Tower will direct aircraft according to the listing below or as they deem necessary. Emergencies are the only exception.

| Phase of Flight | BWC LOW    | BWC MODERATE  | BWC SEVERE                           |
|-----------------|------------|---|--------------------------------------|
| Takeoff         | Normal Ops | T/O only when departure routes avoid identified bird activity | PROHIBITED                           |
| Patterns        | Normal Ops | No Practice Approaches  | Aircraft will hold (fuel permitting) |
| Landing         | Normal Ops | Only when arrival routes avoid identified bird activity       | PROHIBITED                           |

## 6 Maintenance Operating Procedures

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### 6.1 General

This program is designed to provide high quality, structurally and mechanically sound aircraft for flight instruction and recreational aircraft rental. While cost and ease of maintenance are a factor in decisions regarding maintenance, they will never be used as a reason to compromise flight safety.

### 6.2 Servicing

#### 6.2.1 Adding Oil

Add oil only if the engine is a quart or more low. Take oil from the oil locker at the north side of the hangar--keys are on the aircraft key ring. Place empty oil containers upside down in the designated drain pan. Dispose of drained containers in the recycling bin next to the drain pan. Clean rags are in the red bin to the left of the yellow flammable lockers. Dispose of oily rags in the container marked "oily rags only" next to the rag bin. Annotate all oil added on the oil consumption tracking sheet on the wall by the drain pan.

#### 6.2.2 Refueling

Cell phones shall not be used while refueling. Prior to refueling, ground aircraft using the grounding cable provided. Before opening the filler cap, touch the nozzle to the cap momentarily. If wearing Nomex flight clothing, ground yourself to the aircraft by making skin to bare metal contact. Exercise care in doing this in winter months due to the possibility of skin freezing to metal. Because there can be no active ignition sources within 50 feet of a refueling operation, turn the master switch "off" when parked in the spot directly adjacent to the pumps.

#### 6.2.3 Maintenance Records

Aircraft maintenance records are legally "secure" documents, according to 14 CFR Part 43 and Part 91. When students prepare for FAA check rides and are therefore required to review or present maintenance records to the FAA designee, they will obtain permission from the Manager, mechanic or Chief Flight Instructor before taking the records. These documents will only leave the building when maintenance is required off base.

#### 6.2.4 Aircraft Discrepancy Documentation

Aero Club members will notify the Manager, mechanic or Chief Flight Instructor of any aircraft maintenance requirements when possible. Enter all discrepancies on the AFTO Form 781A and Aircraft Dispatch Program (ADP). Discrepancies will be "cleared" by authorized personnel only.

Members who discover aircraft discrepancies will perform the following:

- Notify the Manager, mechanic, Chief Flight Instructor, or an Aero Club official immediately.

- Make an appropriate entry on the Aircraft Maintenance Form (AFTO 781A) including the date (DDMMYY), the pilot's name, and the discrepancy (annotate only one discrepancy per "block").

## 6.3 Maintenance Discrepancies

### 6.3.1 Notification of Aircraft Maintenance Requirements

Aero Club members will notify the Manager, mechanics or Chief Flight Instructor of any aircraft maintenance requirements. If none of these are available, leave a message on the Aero Club answering machine.

### 6.3.2 AFTO Form 781A

In any event, enter all discrepancies on the AFTO Form 781A and dispatch program.

### 6.3.3 Clearing Aircraft Discrepancies

Discrepancies will be cleared by authorized personnel only.

### 6.3.4 Review of Previous AFTO Form 781A

As part of their preflight duties, the PIC will review the previous AFTO Form 781A in the aircraft's binder to determine whether any write-ups are either flyable or deferred, awaiting maintenance or parts.

If the PIC finds a discrepancy, take the following actions:

- Check the AFTO Form 781A to determine whether the discrepancy has been previously reported and properly deferred.
- If the discrepancy has not been previously written up, record the pertinent information in the ADP and on the AFTO Form 781A by annotating the date (DDMMYYYY), discrepancy and name in the appropriate boxes. This form will remain in the aircraft's binder until the discrepancy has been corrected.
- If the discrepancy puts the aircraft in a non-airworthy condition, ground the aircraft by placing the forms binder in the "grounded" in-basket and put a red "down" arrow on the aircraft status board. Enter a complete description of the problem in the ADP and on the AFTO Form 781A, and sign and date the entry. Annotate only one discrepancy per block.

### 6.3.5 FAR 91.213(d)(3 and 4) and 43.3(g):

For all maintenance problems, notify an Aero Club Staff member or instructor. Clearing authorities and Aero Club instructors may accomplish the following preventive maintenance authorized by FAR 91.213(d)(3 and 4) and 43.3(g):

- Deactivate and placard nonessential electrical equipment or radios by pulling circuit breakers.



- Clear write-ups entered as a result of the pilot not being familiar with the correct function of the equipment.
- Clear write-ups not affecting the airworthiness as defined in FAR 21, 91.213, and 43, Appendix A.

#### 6.3.6 AFTO Form 781A Clearing Entry

To clear a write-up, Aero Club Staff must make a clearing entry on the AFTO Form 781A recording the tach time, the action taken to clear the entry, and enter his/her pilot certificate number and signature.

#### 6.3.7 AFTO Form 781A Grounding Entry

If the discrepancy cannot be corrected nor deferred, ground the aircraft. Place the forms binder in the “grounded” in-basket and put a red “down” arrow on the aircraft status board. Enter a complete description of the problem in the AFTO Form 781A, and sign and date the entry. Annotate only one discrepancy per block.

#### 6.3.8 Maintenance Clearance of a Grounding Entry

Any grounding write-up on the AFTO Form 781A must be cleared by maintenance action before flight. Any questions regarding these procedures are to be referred to the Manager.

## 6.4 Maintenance Away From Station

#### 6.4.1 Prior-Authorization Required

If, while on a cross-country flight or away from Elmendorf AFB, the aircraft requires maintenance or servicing, the PIC will contact the Aero Club Manager for instructions. Maintenance required for the safety of flight is authorized ONLY with the Manager’s coordination and approval. Contact the Aero Club Manager before authorizing any maintenance or repairs. The Manager will make the decision as to how the repairs will be handled.

#### 6.4.2 Without Proper Authorization

Pilots will not be reimbursed and will be held personally accountable for any maintenance or repairs performed on Aero Club aircraft without proper authorization.

#### 6.4.3 Reimbursement for Approved Expenses

The pilot must pay the bill and will be reimbursed for those approved expenses upon presentation of the work order and a paid receipt. Prior to paying any bill, ask if the Aero Club’s IMPAC – Visa credit card will be accepted. The Manager will coordinate this.

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**Note:** *NO MEMBER is authorized to obligate the Elmendorf Aero Club in anyway, unless authorized by the Manager. All maintenance (with the exception of tire servicing, etc.) must be authorized. IN NO CASE WILL THE AERO CLUB*

*ASSUME ANY RESPONSIBILITY FOR PERSONAL EXPENSES INCURRED  
AS A RESULT OF AIRCRAFT MAINTENANCE OR SERVICING.*

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## 6.5 Grounding of Aircraft

### 6.5.1 List of Conditions for Grounding of an Aircraft

**The following conditions will cause an aircraft to be grounded:**

1. Due inspection (Annual or 100 Hour).
2. Any flight control problem.
3. Any abnormal landing gear operation or indication thereof.
4. Inoperative brakes or worn tires (cord showing).
5. Propeller control malfunction.
6. Low or high oil pressure (or when varied significantly from the aircraft's norm).
7. Any electrical malfunction affecting required systems.
8. Any fuel feed problems.
9. Any engine instrument malfunction.
10. Radio transmitter or receiver malfunction (in a "one" radio aircraft).
11. Any other reason not listed above which, in the opinion of the pilot or staff, prevents safe flight.
12. While all Aero Club members are encouraged to bring deficiencies to the attention of Maintenance staff, only an Aero Club mechanic or the Manager may "clear" a grounded aircraft. Thus, aircraft will be "grounded" only by staff or members specifically designated by the Chief Flight Instructor or Manager to preclude the possibility of needlessly grounding aircraft. This does not relieve members of the responsibility to inform management of problems or to make entries in the AFTO 781A.

### 6.5.2 Broken Bird Box

When an aircraft is "grounded" the aircraft book, with the key placed inside on a binder ring, will be placed in the "Broken Bird" box on the aircraft book rack. The maintenance staff will retrieve the book from this location. Ensure that the aircraft status board is updated.

## 6.6 Proper Write-Ups and Sign-Offs in the Aircraft Maintenance Record

### 6.6.1 Discrepancy Records Kept Onboard the Aircraft

The portion of the aircraft maintenance record containing the discrepancy records must be on board the aircraft during operation so the PIC may be aware of any inoperative instruments or equipment and be able to write up airworthiness discrepancies as they are discovered.

#### 6.6.2 AFTO Form 781A Write-Ups

Each person who discovers a discrepancy that affects the airworthiness of the aircraft shall write it up on the AFTO Form 781A in accordance with this SOP including the description of the discrepancy and signature of the person discovering the discrepancy.

#### 6.6.3 Clearance of Grounding Write-Ups

Any grounding write up must be cleared by maintenance action before flight. Any questions regarding these procedures are to be referred to the Manager.

#### 6.6.4 Aircraft Discrepancy Record Entries

Each authorized person who maintains, performs preventative maintenance, rebuilds or alters an aircraft, aircraft engine, propeller, appliance, or component part shall make an entry in the aircraft discrepancy record containing the following information:

- A description of work performed,
- The date of completion of work performed.
- The signature, certificate number, and kind of certificate held by the person approving the work. The signature constitutes the approval for return to service only for the work performed.

#### 6.6.5 Authorization of Deferred Discrepancy

The following persons are authorized to approve an aircraft to continue operations with a deferred discrepancy.

- The pilot in command.
- The mechanic assigned to perform maintenance on the aircraft, which has been delegated authority to approve an aircraft for return to service.

## 6.7 Return to Service with Inoperative Items

#### 6.7.1 Approval for Return to Service

Aircraft may be approved for return to service if the mechanic and the PIC agree that operation in the conditions prevailing at the time does not compromise safe operation of the aircraft.

#### 6.7.2 Troubleshooting Procedures

When the indicating portion of an aircraft system or component is malfunctioning, it may be necessary to perform appropriate troubleshooting procedures to determine that the fault exists in the indicating system and not in the aircraft system or component in order to properly apply the requirements of this section.

#### 6.7.3 Airports Where Club Maintenance Personnel are Not Based

Before an aircraft is approved for return to service from an airport where club maintenance personnel are not based and /or are not on duty and after authorizing a suitable and qualified maintenance person to accomplish the maintenance procedures, the PIC will:

- Make certain that the authorized maintenance person understands the provisions and procedures of this manual.
- Make certain that the aircraft maintenance record is complete as outlined in this chapter by the authorized maintenance person.

## 6.8 Maintenance and Inspection Procedures

Only FAA-certificated Airframe & Powerplant (A&P) mechanics that are Non-Appropriated Fund (NAF) employees, or under contract with the Elmendorf Aero Club may perform maintenance on Aero Club aircraft. However, qualified mechanic assistants or apprentices may work under the direct supervision of a certified mechanic having a current NAF position. Additionally, volunteers under the direct supervision of a certified mechanic may also assist in mechanic duties. However, NO person will perform maintenance work unless they are qualified to do so. Aircraft Inspections (AI) Mechanics conduct aircraft inspections according to FAA directives and regulations, Air Force Instructions, and this SOP.

## 6.9 50-Hour Inspections

50-Hour Inspections: A 50-hour inspection will be accomplished as directed by AFMAN 34-232. The 50-hour inspection “window” is a period from 5 hours before to 10 hours after the inspection due time. All 50-hour inspections will be performed within this window. This inspection is essential but not critical. The Cessna 172RG has a 50 hour AD and cannot be over flown.

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*Note: 50 Hour (AD's) will not be over flown at any time.*

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## 6.10 100-Hour Inspections

100-Hour Inspections: Aero Club members will not schedule any Aero Club aircraft for a cross-country mission if the projected cross-country flight time brings the aircraft within 3 hours of a 100-hour inspection.

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*Note: 100 Hour (AD's) will not be over flown at any time.*

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## 6.11 Aircraft Status Boards

Status boards will be updated Monday, Wednesday, and Friday of each week by maintenance personnel and will contain the minimum requirements outlined in AFMAN 34-232, Para 5.6

## 6.12 Preventive Maintenance

Aero Club instructors may accomplish preventive maintenance authorized by FAR 91.213(d)(3 and 4) and 43.3(g).

## 6.13 Functional Check Flights

Functional Check Flights (FCFs) will comply with AFMAN 34-232, paragraph 5.11, Functional Check Flights (FCF) and FAR Part 91.407. FCF's will be accomplished following major maintenance such as engine changes, removal of any major engine component such as cylinders, flight control maintenance requiring re-rigging of primary flight controls or wing rig, painting or major repair of flight control surfaces, removal of wings and stabilizers, or any other reason affecting flight safety as determined by the Manager or chief mechanic. All FCF's will be documented on the 781A and maintenance log book. Only the pilot performing the FCF can clear this write up.

### 6.13.1 FCF Pilots

The pilots to fly FCF's will be the Manager, Chief Flight Instructor, or a pilot designated by the Manager. Only required crew members will be aboard.

### 6.13.2 Weather for FCF's

Weather for FCF's will be VFR, and allow the planned maneuvers to be flown well clear of precipitation. The pilot will consider the potential effects of wind and weather on the planned FCF. Braking action will be fair or better.

### 6.13.3 FCF Briefing

The pilot flying the FCF will brief with the chief mechanic and discuss flight profiles, possible contingencies, procedures and goals of the flight.

### 6.13.4 FCF Flight Plans

Flight plans for FCF's will be annotated "FCF", and the person providing the preflight maintenance brief will be noted.

### 6.13.5 Completion of the FCF

Upon completion of the maintenance flight test, the pilot will sign the 781A as having flown an FCF, the results of the system checks performed, and release the aircraft by signing with his name and pilot certificate number in accordance with 14 CFR Part 43 and will contain at a minimum the following:

1. Purpose of flight
2. Maneuvers accomplished
3. Unusual characteristics or problems
4. Statement accepting the aircraft as airworthy

## 6.14 Aircraft Damage

Immediately report any aircraft damage, suspected damage, or hard landings to club staff. If aircraft damage is suspected, the aircraft must be grounded pending maintenance inspection. Comply with the above discrepancy procedures if damage is discovered.

## 7 Flight Instructor Responsibilities

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### 7.1 Chief Flight Instructor and Assistant Chief Flight Instructor

All flight instructors are under the direct supervision of the Chief Flight Instructor and Assistant Chief Flight Instructor. Flight training will be conducted under 14 CFR Part 141 in accordance with the FAA approved Training Course Outline (TCO).

### 7.2 Flight Instructor Refresher Course (FIRC)

The Chief Flight Instructor and Assistant Chief Flight Instructor will attend a Flight Instructor Refresher Course (FIRC) annually per 14 CFR Part 141.

### 7.3 Quality Flight Instruction

Flight instructors will provide quality flight instruction at all times and will assume full responsibility for the student's training. All flight instructors will teach in accordance with the Jeppesen flight training syllabus and supplemented by aero club maneuvers guides.

### 7.4 Dress Code

Dress neatly, professionally, and consistent with aviation safety considerations.

### 7.5 Conflict Resolution

Conflicts shall be resolved respectfully, politely, and with an open mind. If a consensus cannot be reached, consult the Chief Flight Instructor or Aero Club Manager for mediation.

### 7.6 Safety Concerns

CFI's will take a personal interest in the progress of their student pilots or trainees.

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*Note: Discuss any unusual trends or tendencies by club pilots or student pilots, with the pilot or student. Record comment as applicable in the student's training record. The Chief Flight Instructor or Assistant Chief Flight Instructor must be notified and briefed on any issues with an individual student. If the issue has ramifications for the Club or other members, the Aero Club Manager and the*

*Club Safety Officer must be notified and briefed so that they can properly address the issue.*

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## **7.7 Involvement of the FAA**

The Chief Flight Instructor is the liaison between the FAA and the Aero Club. Any instructor wishing to obtain FAA clarification in Aero Club matters must do so through the Chief Flight Instructor. The Aero Club Manager shall be kept informed of all such matters by the Chief Flight Instructor.

## **7.8 Applicable Regulations**

Instruct according to the applicable Training Course Outline (TCO), in accordance with FAR's, Air Force regulations, the HQ AFSVA Instructor Standardization Guide, and this SOP.

## **7.9 Instructor Availability**

Instructors must annotate, on the club master flying schedule, their availability as far in advance as is practical. The Manager or Chief Flight Instructor will be notified if absences lasting more than two days are expected. If unable to make a scheduled appointment, the flight instructor must contact the Manager or Chief Flight Instructor and the scheduled pilot or student pilot. Instructors who miss appointments without good cause will provide 1 hour of free instruction to the pilot/student pilot who had the appointment.

## **7.10 Instructor Changes**

If an instructor is to be away for an extended period of time (e.g., vacation), it is the instructor's responsibility to make arrangements for their students to either transfer to another instructor or, if the student prefers, wait until their primary instructor returns. The Chief Flight Instructor must approve any instructor change. If the instructor is leaving permanently, their students will be reassigned by the Chief Flight Instructor.

## **7.11 Schedule**

Allow time to conduct thorough pre- and post-flight briefings, to endorse the student pilot's logbook and to record the flight in the student pilot's training record. Ensure that all training syllabus requirements are met for each assigned student. A back-to-back schedule on the aircraft scheduler does not allow adequate time for a good pre and post flight briefing. Allow sufficient time between scheduled flights.

## **7.12 Student Charges**

The Aero Club encourages instructors to charge students for all instruction time, whether it is

spent in the air or on the ground including completing required paperwork (training record, logbook, etc). Under no circumstances should instructors charge students for time not spent teaching or supervising.

### **7.13 Inactive Students**

If assigned students become inactive for any reason, the instructor shall notify the Chief Flight Instructor. The Chief Flight Instructor shall then make a courtesy call to the student, annotate the changed status on the respective training folder, and notify the Manager or Operations Clerk.

### **7.14 Student Training Records**

Initiate enrollment forms at the time of course enrollment and forward this form to the Chief Flight Instructor promptly. Attach AF Form 1581, Student Activity Record sheet to the training folder for instructor comments. Make all entries, including grades, in accordance with AFMAN 34-232 Attachment 3 and the HQ AFSVA Instructor Standardization Guide. Ensure all training syllabus requirements are met for each assigned student. During training toward a certificate or rating, evaluate all items contained in the syllabus, even if the student does not require all ground or flight lessons contained in the syllabus. After making new entries into the student's training folder, submit the training folder to the desk of the Chief Flight Instructor for review.

### **7.15 Training Folders**

Use only the Air Force folder for Private Pilot training. The Jeppesen Private Pilot folder cannot be used to document pilot training. For all other courses, use the Jeppesen folders in conjunction with their applicable syllabus.

### **7.16 Maneuvers Guide**

Instructors shall teach students in a manner consistent with the Aero Club Maneuvers Guide. Instructors shall ensure that their students possess a copy for study. Copies may be obtained on our website.

### **7.17 Part 61 Training**

The Aero Club does not conduct flight training under FAR Part 61 except add-on ratings or additional pilot qualifications, for which no approved syllabus exists. Examples: complex aircraft check-outs, single-engine add-on ratings, etc.

### **7.18 Stage Checks**

An instructor may not recommend a student for a stage check unless all prior training dictated by the syllabus has been documented, and unless the instructor deems the student fit to pass the check. No stage check instructor may begin a stage check if the student's training folder lacks



the necessary documentation.

### **7.19 Student Graduation**

To graduate from the flight training phase under Part 141, a student must have passed, and show documentation of, the corresponding ground training course. Students who do not fulfill all Part 141 training requirements towards a given certificate or rating, may terminate their Part 141 training after their final stage check with the Chief Flight Instructor's approval.

### **7.20 Instructor Meetings**

Instructors are required to attend all monthly Safety Meetings, Instructor Meetings and Standardization Review Board Meetings as they are scheduled and held. Instructor meeting will be attended by instructors only. These meetings are "closed door" and intended to discuss updates in training requirements, instructor concerns and current stage check trends and discrepancies. Any aero club administrative minutia will be covered by either a separate meeting or by email.

### **7.21 Instructor Meeting Minutes**

Minutes of the CFI and Standardization Board meetings are available for review within five working days after the meeting. All instructors shall review the minutes of the applicable meetings if they were not there in person.

### **7.22 Instructor Checkouts**

The Chief Flight Instructor will coordinate all instructor checks. Instructors will complete checkouts and maintain currency in the same fashion as club members.

### **7.23 Instructor Currency**

Instructors are responsible for ensuring their own currency. Instructors will notify the Chief Flight Instructor immediately upon finding themselves non-current. Non-current instructors will regain currency by flying with a current instructor or by flying solo as appropriate per FARs.

### **7.24 Instructor Check flights**

Initial CFI, CFII and MEI checks will be conducted by the Chief Flight Instructor or as designated in his absence. Annual Aero Club standardization checks will be conducted in the most complex aircraft the instructor is qualified to instruct in. An annual FAR Part 141 instructor review may be conducted in any aircraft if not due in the same month as the annual standardization check.

Mountain and Denali instructor checks may be completed by any qualified club instructor.

## 8 VA Training

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### 8.1 VA Eligibility

VA eligibility rules are extremely complex. The student should go to their Education Officer at the Education Office for assistance or contact the Department of Veterans Affairs. If a student is currently enrolled at a different flight training school, a change of school request must be completed prior to enrollment at the new school. A copy of the student's previous training is needed for the new school.

### 8.2 VA Enrollment

The Manager and the VA Certifying Official are authorized to enroll a student in the Flight Training Program. At the time of enrollment, the student MUST have at least a Private Pilot Certification and a current Medical Certification appropriate for the desired Flight Certificate. A VA Flight Training catalog is available and a signed proof of issue is required before any training (Provided with catalog). A student can enroll on line at the [Veterans ON-line APPLICATION \(VONAPP\)](#) website. The student must provide the school a copy of the Eligibility and Application of Benefits from the online print out.

### 8.3 VA Medical Requirements

At the time of enrollment and during ALL Ground and Flight Training the student must have no less than a Class II (FAA) Flight Physical (for Instrument/Commercial, CFI/CFII, Multi Engine or CFIME Training). Airline Transport Pilot (ATP) Students must have a current Class I (FAA) Flight Physical. The student is responsible for making sure their Class II medical stays current and does not convert to the Class III while receiving benefits.

### 8.4 VA Monthly Certification

Approximately the 5th working day of each month, the School VA Certifying Official will certify the student's VA Certification for the previous month flight training in the Flight Training Record. This record must match the student log book and all invoices processed through the ADP. It is the responsibility of the student to carefully check and verify that ALL information in the flight training record is correct. The VA Certifying Official will electronically send the monthly certification copy to the VA Office in Muskogee. The school retains all copies of documents and training records for three years.

### 8.5 VA Monthly/Quarterly Training Requirements

Students are required to receive 25 hours of training each quarter, unless a valid reason can be

documented (illness or TDY).

## 8.6 VA Flight Training Passengers

Passengers are *NOT* authorized to fly on any VA Training Flights with the exception of the FAA, School Manager, Chief or Assistant Chief Flight Instructor, Check Instructor as well as the student's CFI.

## 8.7 VA Approved Courses

The following courses are approved by VA: Instrument; Commercial; Sea Plane; Certified Flight Instructor; Certified Flight Instructor, Instrument; CFI Multi Engine; Multi Engine; Air Line Transport Pilot, Single Engine; and Air Line Transport Pilot, Multi Engine.

## 8.8 VA Approved Aircraft

The following aircraft are approved for the following courses:

1. C-172
2. C-172 RG
3. C-182
4. PA-34 Seneca II

## 8.9 VA Graduation

When a pilot passes the FAA Check Ride for a particular rating/certification the School VA Certifying Official must be notified immediately. The Chief Flight Instructor must complete a Graduation Certification and give the VA Certifying Official a copy for the student's VA Files. The student may not progress to the next certification until a new Enrollment Certification is completed and faxed to the VA.

## 8.10 VA Disenrollment

If a student resigns from the club or stops the training program for any reason, a disenrollment certification must be submitted to the VA. This is to be completed by the School Director and signed by the student, and then the VA Office will receive a faxed copy.

| <b>Flight Time</b>   | <b>Aircraft</b>         | <b>Three Takeoffs and Landings</b> | <b>Status</b>                  | <b>Currency Remedy</b>   |
|----------------------|-------------------------|------------------------------------|--------------------------------|--|
| Less than 200 hrs    | One Make and Model      | Within 60 days                     | <b>Current</b>                 | N/A  |
|                      |                         | Over 60 days within 6 months       | <b>NOT current</b>             | Three Takeoffs and Landings with a Flight Instructor   |
|                      |                         | Over 6 months                      | <b>NOT current</b>             | Emergency procedure closed book exam and recurrency check with a Flight Instructor                                 |
| Less than 200 hrs    | Multiple Make and Model | Within 60 days                     | <b>Current in ALL aircraft</b> | N/A  |
|                      |                         | Over 60 days within 6 months       | <b>NOT current</b>             | Three takeoffs and landings in MOST complex aircraft with a Flight Instructor                                      |
|                      |                         | Over 6 months                      | <b>NOT current</b>             | Emergency procedure closed book exam and recurrency Check in each make and model aircraft with a Flight Instructor |
| Greater than 200 hrs | One Make and Model      | Within 90 days                     | <b>Current</b>                 | N/A  |
|                      |                         | Over 90 days within 6 months       | <b>NOT current</b>             | Three takeoffs and landings with a Flight Instructor   |
|                      |                         | Over 6 months                      | <b>NOT current</b>             | Emergency procedure closed book exam and recurrency check with a Flight Instructor                                 |
| Greater than 200 hrs | Multiple Make and Model | Within 90 days                     | <b>Current</b>                 | N/A  |
|                      |                         | Over 90 days within 6 months       | <b>NOT current</b>             | Three takeoffs and landings in MOST complex aircraft with a Flight Instructor                                      |
|                      |                         | Over 6 months                      | <b>NOT current</b>             | Emergency procedure closed book exam and recurrency check in each make and model aircraft with a Flight Instructor |
| Night                | Category and Class      | Within 90 days                     | <b>Current</b>                 | N/A  |
|                      |                         | Over 90 days                       | <b>NOT current</b>             | Three takeoffs and landings at NIGHT in Category and Class with a Flight Instructor                                |

**Figure 1: Currency Requirements**

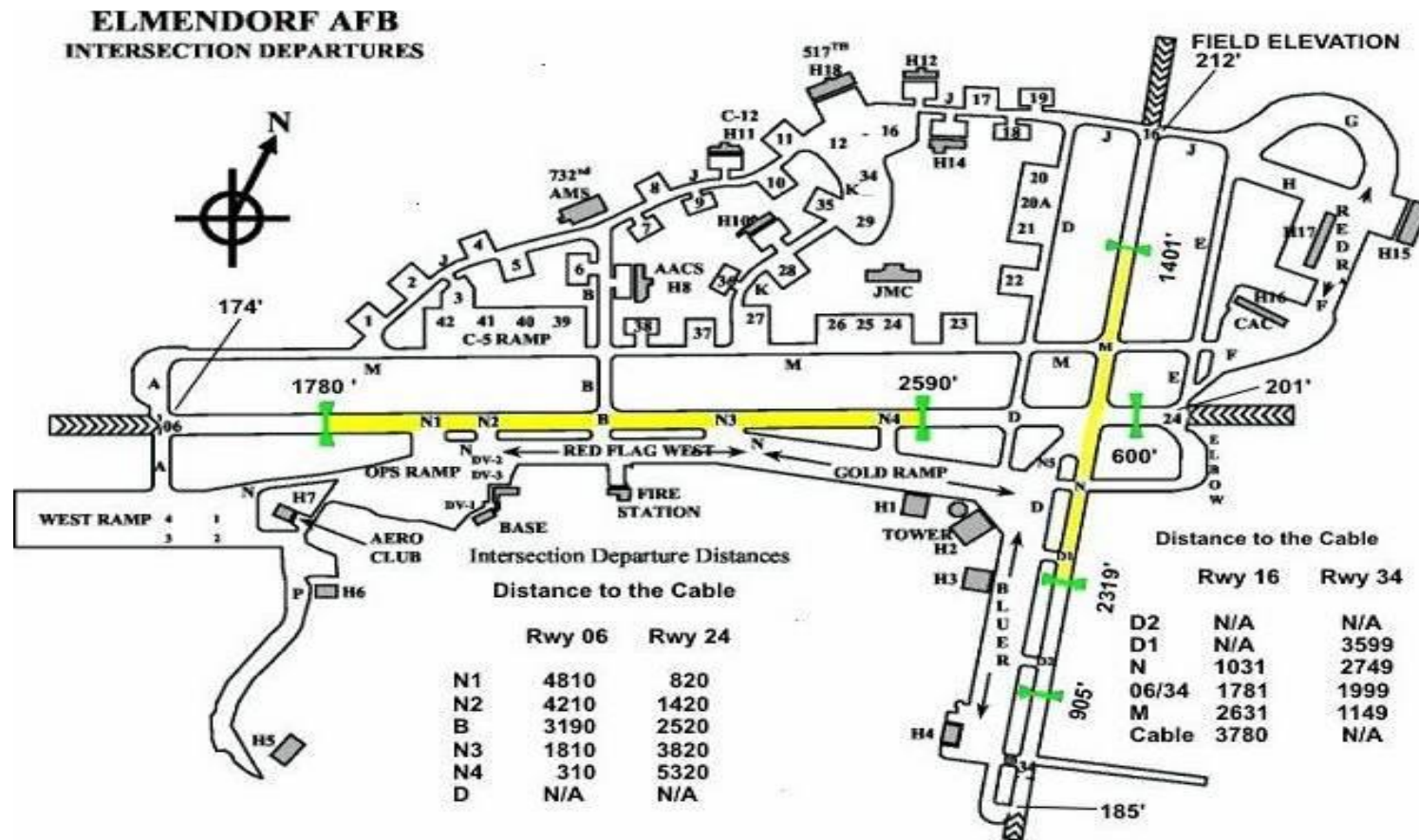
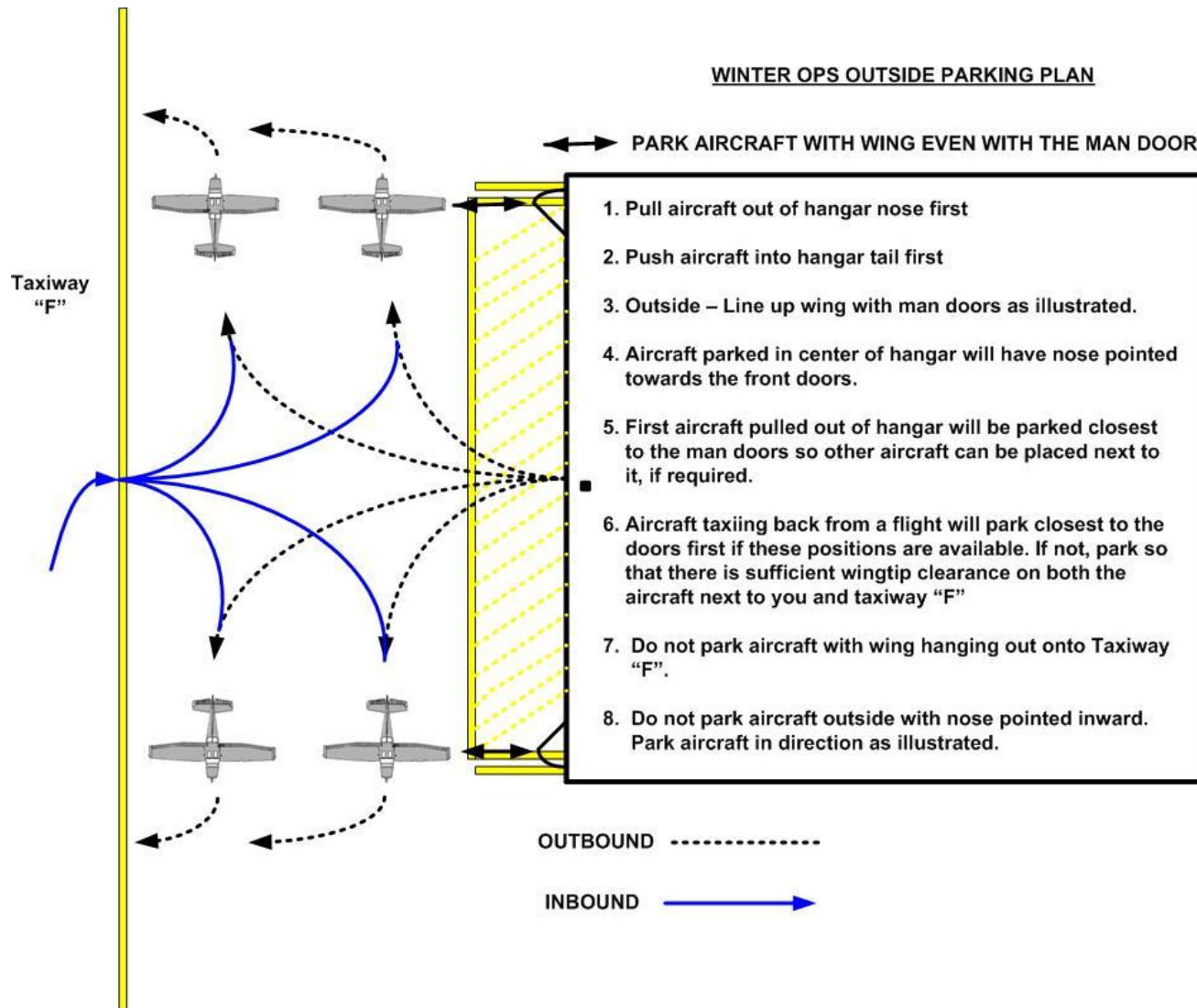


Figure 2: Intersection Departures



**Figure 3: Hangar Outside Parking**

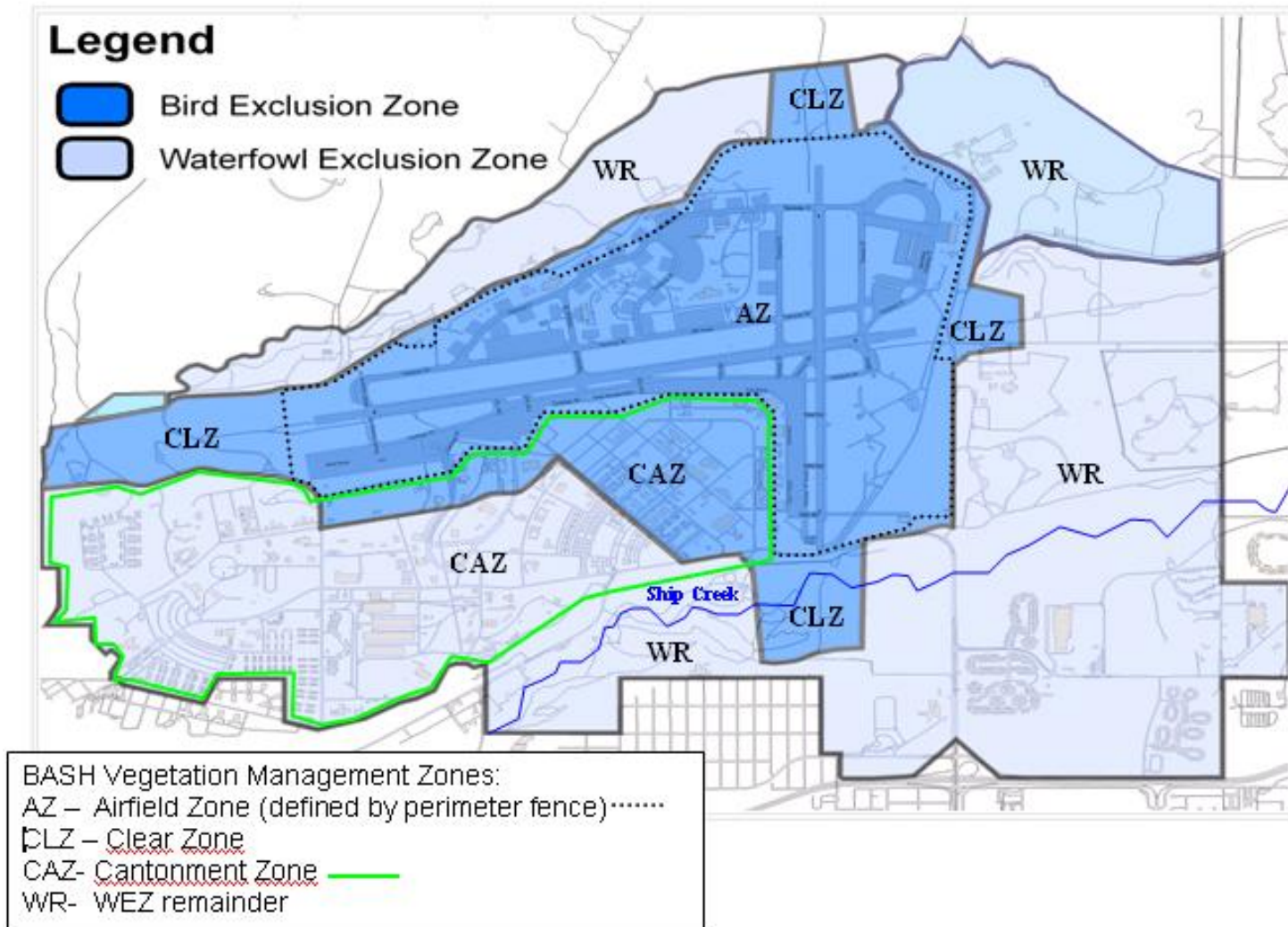


Figure 4: BASH Exclusion Zone



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