



STANDARD OPERATING PROCEDURES

FEB 2021

Summary

The following changes were made to the SOP:

- SOP reformatted/reorganized to standards stated in AFMAN 34-152 Attachment 2

*DEPARTMENT OF THE AIR FORCE
96th TEST WING (AFMC)
96th FORCE SUPPORT SQUADRON
EGLIN AFB FL 32542*

*AERO CLUB STANDARD OPERATING PROCEDURE
IAW AFMAN 34-152*

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Distribution J*

*Certified by 96 FSS/CC
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This instruction implements guidance contained in AFMAN 34-152, *Air Force Aero Club Programs*. It consolidates information on membership responsibilities, local airfield procedures, operational restrictions and training requirements. Each member is responsible for knowledge of and compliance with applicable Federal Aviation Regulations (FARs), AFMAN 34-152, *Aero Club Operations*, EGLINAFBI 13-204 *Air operations, Flying Operations and Procedures in the Aeronautical Information Manual (AIM)*. This SOP provides policy and guidance necessary to conduct safe and efficient operations of Eglin Aero Club aircraft. It outlines rules and procedures for the safety of all members consistent with the long-term financial health of the activity. It applies to all employed personnel, contractor personnel, and members of Eglin Aero Club. In cases of conflict between this instruction and AFMAN 34-152 or the FARs, the higher level guidance will prevail. The Eglin Aero Club adheres to the principles of crew resource management. It incorporates operational risk management in all phases of its operations. To this end, clearing authorities are an essential resource. Pilots and dispatchers/clearing authorities practice good aeronautical decision-making. Manager will complete NAF assets protection annually.

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1. ADMINISTRATION

1.1. Purpose

This document was compiled by the staff of the Eglin Aero Club and contains the Eglin Aero Club Standard Operating Procedures (SOP). This SOP is in addition to and expands on the rules and requirements of the Federal Aviation Regulations (FAR) Parts 61, 91, 141, the AFMAN 34-152, AFI 34-101, the Aeronautical Information Manual and any applicable Eglin AFB Regulations.

1.2. Club Membership

1.2.1. **Membership.** Aero Club membership is open to any individual with a government affiliation such as active duty members, their dependents, and members of the National Guard, Armed Forces Reserves, Civil Service (DOD), retired military and active members of the Civil Air Patrol (CAP). Membership is also open to military students from other countries attending military training courses at the Eglin AFB Complex and their dependents. The categories listed above are not intended to be all-inclusive and specific eligibility will be evaluated.

1.2.2. **Short-Term Applicants & “Inter-club” Memberships.** TDY applicants will complete a post-dated termination letter concurrent with their membership application. “Inter-club” members (current dues-paying member of another aero club) must bring copies of their membership/training folders with them and comply with the Eglin Aero Club checkout procedures.

1.2.3. **Membership Application.** All prospective members will need to complete the *Membership Application* (AF Form 1710), and the *Covenant Not to Sue* (AF Form 1585). Upon completion of the membership application, an aero club CFI or staff member will address all the items on the *New Member Checklist* (appendix C) with the applicant.

1.2.4. **Dues and Initiation.** Upon membership activation, an initiation fee will be due to the Aero Club unless a Letter of Good Standing from another military aero club is presented. Membership dues are established by the manager and approved by the Non-Appropriated Fund Council. Dues are one rate for all and are due by the member monthly. Dues may be paid by cash, check, or automatically deducted from a valid credit card. Automatic billing will require the member to complete a Credit Card Recurring Payment Authorization Form.

1.2.5. **Dues Assessment.** Dues are an obligation of each member. Dues are assessed in advance from the first day of the month through the last day of the month. Dues will start to accrue for the month joined unless the member joins after the 15th of the month, which then dues will accrue the following month. Dues are not assessed for the month in which a member resigns, provided the member has not exercised flying privileges.

1.2.6. Member Fails to Pay Dues. If a member fails to pay dues for two consecutive months, or fails to request reinstatement of flying privileges within 60 days of the termination dates of TDY orders or aviation medical examiners statement, their membership will automatically be terminated. The member is liable for the remaining month's dues. Military and federal government employees are subject to collection efforts through payroll deduction.

1.2.7. Excused from Paying Dues. With the manager's approval, members may be excused from paying dues for the time they are absent from Eglin AFB on temporary duty or similar status, or for the time they are unable to obtain at least an FAA 3rd class medical certificate or BasicMed certification. If those periods of time exceed a whole calendar month, the member is unable to exercise the privileges of their airmen certificate at the Eglin Aero Club. Periods of time less than 30 days and periods of time not covering at least one calendar month will not be considered. Members are grounded while excused from paying dues until they request reinstatement in writing. Members must submit the documentation in advance to the manager for their approval.

1.2.8. Tie-down Members. Tie-down membership is available to personnel who own their own aircraft, can obtain a DOD Civil Landing Permit, and wish to tie down their aircraft at the Eglin Aero Club as well as use club facilities.

1.2.9. Termination of Membership. Membership at the Eglin Aero Club will terminate upon cessation of membership eligibility, i.e., separation from the military, termination of federal government employment, termination or expiration of CAP membership, loss of military dependency status, etc.

1.2.10. Resignation of Membership. If a member in good standing resigns, they will be given a Letter of Good Standing to be used in lieu of repayment of the initiation fee upon rejoining the Military Aero Club system. No Letter of Good Standing will be issued without a written resignation. *Members must resign in writing.*

1.2.11. Expulsion. Members may be expelled for failure to pay their bills or for gross violations of FAA regulations, club policies or military regulations or directives.

1.2.12. Non-Payment. If a member fails to pay dues for two consecutive months or fails to request reinstatement of flying privileges within 60 days of termination of TDY or withdrawal of FAA medical certificate, their membership will automatically be terminated. The members are liable for the remaining month's dues. Military and federal government employees are subject to collection efforts through payroll deduction.

1.3. Member Records

1.3.1. Disposition. Membership records will be stored behind the front counter and are separate from training records. Disposition of records after a member has terminate affiliations with the club will be in accordance with appropriate Air Force, TSA, and FAA directives. The Aero Club is not responsible for maintaining any membership records after a member has terminated their affiliation. Members may take a copy of membership records with them if they request. Original records are maintained for 5 years in accordance with TSA policy.

1.3.2. Training Records. Training records will be maintained separately from member records and will be maintained in accordance with FAA directives. Logbook entries will be the responsibility of the individual member and their instructor as appropriate. Training records are the property of the Flight School. Members may make copies upon termination of membership but the original training records are part of the FAA approved Flight School records and must not be removed from the club. These records are maintained in accordance with FAA and TSA rules and regulations.

1.4. Safety Meetings

1.4.1. Monthly Safety and General Membership Meetings. Monthly Safety and General Membership meetings are normally held the second Thursday of each month at 1800 hours in a location specified by the Club Manager. Notice is posted on EACpilots.com and a reminder email is sent out at least two days prior to the meeting.

1.4.2. Attendance. Attendance at the monthly meetings is mandatory. Any member or flight instructor who misses two consecutive meetings without a reason acceptable to the manager shall be denied flying privileges until they attend a safety meeting. Any member or flight instructor who misses three consecutive meetings must attend a safety meeting prior to regaining flying privileges, and receive a briefing from the manager, club safety officer, or designated representative on subjects covered during the missed safety meetings.

1.6. Hours of Operations

1.6.1. Normal Operating Hours. Monday – Friday 0800-1500, Saturdays 0800-1300, and Sundays Closed. Eglin Aero Club is also closed on All Federal Holidays. Dues paying members have access to the club 24/7.

1.6.2. Flights Outside of Normal Operating Hours. Flights may be scheduled outside of normal operating hours through use of the ADP or coordination with the club manager, chief pilot, assistant chief pilot or any clearing authority. In those instances, the PIC will be responsible for properly closing and securing the club facilities.

1.7. Scheduling Procedures

1.7.1. Aircraft Scheduling. With a few exceptions, aircraft scheduling is on a first-come first-serve basis. EACpilots.com is a web-based online program available for all scheduling out to 12 months. Members must register on the program at EACpilots.com and wait until you are approved before trying to schedule. Approval usually is done the same day. Members are responsible for scheduling their own flights and instructors. A courtesy phone call or text to the instructor is advised before booking their time. Stage checks and FAA check rides will only be scheduled by the member's assigned instructor.

1.7.2. Scheduling Precedence. FAA check rides and stage checks take precedence over routine member flying; however, every effort will be made to accommodate all parties, the manager or chief flight instructor will have the final call.

1.7.3. Cross-Country. Cross country requests (to include TDY travel) are submitted to the chief pilot or his designee on an AF Form 1583, Cross-Country Request Form. Requests should be made as far in advance as possible, preferably at least a week in advance. Once approved, the chief pilot, or designee will sign the AF Form 1583. Cross-country trips must average a minimum of 2 hours per day for the duration of the cross country.

1.7.4. Flight Cancellation/No-Show. If a member has to cancel a flight, it should be done as early as possible in order to allow others to make use of the airplanes. If a flight has not been canceled and the scheduling member has not appeared, they will be assessed a “no-show” penalty of 1 hour of aircraft flight time for a solo flight plus 1 hour of instructor time for a dual flight as appropriate. Aircraft will be held for 20 minutes past the start of a member’s reservation time. At the end of this 20-minute period, if the member is not physically at the Aero Club or they have not called in to hold the aircraft, another aero club member may take the aircraft if they want it.

1.7.5. Aircraft Turn-In. Regardless of actual takeoff time, pilots shall have the aircraft back on the ground, serviced, aircraft keys returned to lock box, and checked into ADP by the end of the scheduled flight period.

1.8. Payment for Aircraft, Fuel, and Other Services

1.8.1. Payment for Services. Payment for aircraft rental, fuel, instruction, aviation supplies and course materials, and other items are due immediately. Cash, check, valid credit card may be used to pay for purchases. There are also provisions for payment in advance whereby purchases will be deducted from the members account. The HOBBS meter is used to determine aircraft payment. It shall ALWAYS be rounded up to the next tenth. Members will be charged the extra tenth PRIOR to your next flight if not rounded up. *IF YOU SEE THE NEXT NUMBER – THAT IS THE NUMBER TO BE USED FOR PAYMENT.* Once an aircraft takes off, the member has determined the aircraft to be worthy of flight and is responsible for any charges incurred. Aircraft at Eglin that have not lifted off (.6 Hobbs or less) determined to be not airworthy may be logged as a maintenance flight (upon approval by the manager). If the HOBBS meter is in error, notify the clearing authority before starting the aircraft. If the HOBBS meter is inoperative, fees will be calculated at tachometer time x 1.3.

1.8.2. Ground School Tuition. Ground school tuition must be paid no later than the first day of class.

1.8.3. Ground School Tuition Refund. When a student is unable to complete a ground school due to involuntary absence from Eglin AFB, they shall be enrolled in the next scheduled ground school at no additional cost to the student. A member who drops out of the ground school during the first week of classes may receive a refund of tuition paid; however, books and other materials are non-refundable/returnable. The student has up to a week from the start of class to withdraw and be able to receive 100% refund from the ground school cost. Once the week is passed, there are no options for a refund. The student may attend ground school at a later time that fits the student’s schedule.

1.8.4. Initiation Fees and Dues. Initiation fees and dues are not refundable except under special circumstances as determined by the club manager. As a reminder, the club operates on a pay-as-you-go basis; no monthly statements will be mailed out to the members.

1.8.5. Outstanding Unpaid Debt for Aircraft and Other Services. If a member has an outstanding unpaid bill resulting from aircraft rental, fuel, pilot supplies, flight instruction, club dues, returned unpaid check, or for any other cause, the member will not be permitted to utilize aero club facilities or aircraft until their account has been brought up to date and paid in full.

1.8.7. Pilot Supplies. The activity makes available for purchase standard pilot supplies, such as charts, training syllabi, manuals, headsets, plotters, and computers. These supplies are normally discounted below manufacturer's suggested retail. Items returned not accompanied by the original receipt/not in a re-sellable condition will not be accepted.

1.9. Grounding of Members

1.9.1. Member Grounding Occurrences. Members will be grounded for the following reasons:

- Failure to maintain currency
- Delinquent dues or other amounts due
- Until completion of an incident investigation
- Failure to attend safety meetings **IAW AFMAN 34-152**
- Failure to comply with or violations of **AFMAN 34-152**, FARs or this SOP
- Unsafe or careless actions in/around aircraft

1.9.2. Member Grounding Authority. The manager, chief or assistant chief pilot, any instructor, or staff member of the Eglin Aero Club has the responsibility and authority (**REF AFMAN 34-152**) to stop any Eglin Aero Club pilot from flying when in their judgement, flying safety would be or may be compromised. The duration of the suspension will be predicated upon the manager's assessment of the incident. A written report will be delivered to the manager regarding the incident within 24 hours after it occurred or within 24 hours after return to Eglin AFB if the member was cross-country. Disciplinary actions and retraining recommendations will be made and forwarded to the Installation **IAWAFI 34-101 para 10.17 and AFMAN 34-152 para 5.6.**

1.9.3. Suspension/Expulsion. In the event of an emergency or circumstance endangering safety of flight, the pilot may deviate from this SOP. Any other violation of this SOP is grounds for suspension and possible expulsion from the Eglin Aero Club without a letter of good standing. Any pilot involved in an emergency resulting in a violation of this SOP shall give the manager a written report stating the date, time, place and circumstances of the necessary deviation within 24 hours after occurrence if in the local area or within 24 hours after returning from cross-country.

2. PILOT CURRENCY

2.1. Recurrence Checks

2.1.1. **General Proficiency.** Pilots who have not made three takeoffs and landings in a particular make and model aircraft within the preceding 6 months must accomplish a re-currency check for that make and model aircraft and retake the closed book tests. Pilots with less than 10 hours in a complex or high performance aircraft shall have accomplished three takeoffs and landing in the preceding 90 days in each make and model aircraft they wish to fly. Pilots that are not current shall not exercise the privileges of currency (i.e. if not instrument current you cannot file an IFR flight plan, nor fly IFR in an Aero Club aircraft).

2.1.2. **Pilots with less than 200 hours of total time.** To act as PIC, pilots with less than 200 hours total time will accomplish three takeoffs and landings within the preceding 60 days in each make and model aircraft they are qualified in.

2.1.3. **Pilots with more than 200 hours total time.** To act as PIC, pilots with over 200 hours total time will accomplish three takeoffs and landings in the preceding 90 days in each category and class aircraft they are qualified in.

2.1.4. **Regain Day or Night Currency.** Pilots shall fly with and receive an appropriate logbook endorsement from an Aero Club instructor to regain day or night currency. Three takeoffs and landings during the day will **only** meet day currency requirements. Three takeoffs and landings at night will meet **both** day and night currency requirements.

2.1.4. **Regain IFR Currency.** Pilots shall fly and complete necessary requirements and receive an appropriate logbook endorsement from and Aero Club instructor to regain IFR currency.

2.1.5. **Pilot Checkouts.** Pilots shall satisfactorily complete a separate flight checkout given by an Aero Club instructor for each make and model aircraft the member is authorized to fly. Pilots shall complete all checkouts in an Aero Club aircraft and demonstrate performance to the applicable standards in the HQ AFSVA Instructor Standardization Guide.

2.1.6. **Mountain Flying.** Pilots will not fly over mountainous terrain as designated in the FAR AIM and/or other appropriate FAA Publications until they have passed the AOPA Mountain Flying Course. Completion of the course will be posted in the member's record and will be recorded in ADP.

2.1.7. **Flight Checks.** Flight checks shall include all items listed in the HQ AFSVA Instructor Standardization Guide. Satisfactory completion will be documented on the AF Form 1584. The following flight checks are required of each member desiring to obtain/maintain PIC privileges and shall be administered by an Aero Club flight instructor:

- Initial checkouts in each make and model aircraft
- Initial night VFR local area check
- Initial/annual instrument flight checks for members desiring IFR privileges
- Annual flight check in most complex aircraft in which pilot maintains currency

2.2. Knowledge Examinations

2.2.1. Written Test. Prior to acting as PIC in an Aero Club aircraft, pilots must satisfactorily complete the required written tests.

2.2.2. Minimum-Passing Grade. The minimum-passing grade for any knowledge examination is 80% raw score corrected to 100% by a CFI who will review all missed questions with the member. Should a member have a raw score of less than 80%, the entire examination will be retaken.

2.2.3. Test Valid Dates. Initial/Annual Standardization and Instrument exams are valid until the end of the 12th month following the month in which the exam was taken.

2.3. Training Responsibility.

2.3.1. Chief Flight Instructor. The chief flight instructor is responsible for administration of the training program and for monitoring all training given in the Eglin Aero Club including supervision of contract flight and ground instructors.

2.4. Crew Rest. Minimum crew rest between duty days is 10 hours after 8 hours or less of duty time, 12 hours after 8 hours or more of duty time.

3. OPERATIONAL RESTRICTIONS AND LOCAL AREA PROCEDURES

3.1. Local Flying

3.1.1. Local Flying Area. The local flying area extends to a 25NM radius from Eglin AFB for student pilots and a 50NM radius for all other qualified Eglin Aero Club members.

3.1.2. Local VFR Flight Plans. Local VFR means the aircraft will not terminate at any airport inside the 50NM radius of Eglin AFB. If a flight is to land at an airport within the 50NM radius (does not include touch-and-goes or full stop taxi backs), a cross country flight plan must be filed (DD-Form 1801). Dual instruction flights with a stop to solo a student at an airport within the 50NM radius does not require a cross country flight plan.

3.1.3. Eglin Airspace. Eglin airspace is defined in **EGLINAFBI 13-204** and 14 CFR PART 93. General VFR operation is described in notes found on the New Orleans sectional chart. Eglin Aero Club members will be knowledgeable of and comply with Eglin Aero Club procedures and practice areas specified in EGLINAFBI 13-204. Club aircraft shall utilize designated practice areas whenever possible for the practice of flight maneuvers. The use of Eglin's restricted airspace is authorized when clearance is received from Eglin VFR Advisory.

3.2. Training Areas

3.2.1. **North Training Area.** North training area (NTA) is bounded north by Florala Airport, east by the Eastern boundary of MOA “D”, south by US Highway 90 and west by a straight line extending southward from the Northwest corner of Eglin MOA “D” through a point 6NM East of Bob Sikes Airport to Highway 90. Altitudes are from the surface to 6,000 MSL. See EGLINAFBI 13-204 Attachment 43.

3.2.1.1. *Ingress and Egress Procedures for the North Training Area.* After departure and upon reaching Field 2 and getting clearance through the N/S corridor, turn to a heading of 010 degrees. Fly parallel to R2914 while climbing to the enroute altitude to avoid interfering with the Eglin ILS 19 final approach course. When passing Highway 90 you are entering the NTA. When returning to the south, you must receive clearance from Eglin Advisory prior to entering the N/S corridor. Enter on an appropriate heading or as assigned by ATC direct field 2. Aero Club aircraft may proceed through R2918 both Northbound and Southbound unless Eglin Advisory declares R2918 hot upon check in.

3.2.2. **East Training Area.** East training area (ETA) is located over the eastern portion of the Choctawhatchee Bay. The ETA extends from Four Mile Point, northward to the north shore of Choctawhatchee Bay, eastward to the north end of the Highway 331 Bridge, southward to the Gulf Coast Beach, westward along the beach to a point directly south of Four Mile Point, and northward to Four Mile Point. It can be made available when it is not otherwise required for a DOD mission. Altitudes are from the surface to 4,000 MSL or higher when approved by ATC. When practicing in the east training area, altitudes to ensure safe gliding distance from over water to land shall be observed. See EGLINAFBI 13-204 Attachment 43.

3.2.2.1. *Ingress and Egress Procedures for the East Training Area.* To enter the east training area, fly to Shirks Point then to White Point then fly toward the first point of land jutting out into the bay east of Mid Bay Bridge (Four Mile Point). This brings you into the east training area at its western edge. If ATC directs otherwise, comply. When departing the ETA, contact Eglin Advisory and proceed from Four Mile Point to White Point then comply with tower instructions.

3.2.3. **Minimum Altitude.** Minimum altitude for all maneuvering is 1,500ft above ground level (AGL) except when practicing ground reference maneuvers in the approved practice areas and then the minimum altitude is 500ft AGL.

3.2.4. **Maneuvers.** Maneuvers will not be practiced in the vicinity of an airport. All local training will be accomplished in one of the designated training areas.

3.2.5. **Spins.** Spins in any Aero Club aircraft are prohibited unless training for initial CFI with a contract CFI aboard.

3.3. Eglin Departures

3.3.1. Prior to Taxi. All pilots will contact Eglin Clearance Delivery for VFR clearance instructions or IFR clearance as appropriate. Inform Ground Control of direction of flight on all VFR departures. If cross-country, identify yourself as an Aero Club aircraft by stating “Aero Club Aircraft” during your transmission.

3.3.2. Class D Procedures. Unless otherwise cleared by Eglin Advisory, Aero Club aircraft will maintain 1100ft MSL after takeoff until departing Class D airspace. At the discretion of Eglin Tower, flights may be cleared direct to the Destin-Ft Walton Beach Airport without contacting Eglin VFR Advisory.

3.4. Eglin Arrivals. All arrivals to Eglin AFB will be coordinated with and controlled by Eglin Advisory. All VFR aircraft will descend to be at 1100 ft MSL before entering Eglin Class D. IFR aircraft will comply with ATC clearance.

3.5. Touch-And-Go/Stop-And-Go Operations. Student Pilot solo touch-and-go landings are prohibited. Solo student pilots will perform stop-and-go landings or taxi back landings only. Stop-and-go landings are not authorized at Destin Executive Airport or by student pilots at non-towered airports.

3.6. Traffic Pattern – Eglin AFB.

3.6.1. VFR Traffic Patterns. The VFR traffic pattern at Eglin AFB is 1100ft. MSL. Traffic pattern flow is: Runways 01/12 is right traffic, runways 30/19 is left traffic.

3.6.2. Runway Usage. Except for considerations of weather and/or wind conditions or runway closure, all Eglin Aero Club aircraft will use runway 01/19 during normal duty hours and other periods of Air Force operational activity.

3.6.3. Apex VFR Traffic Pattern Restriction. An apex violation occurs when the flight path of a VFR aero club airplane penetrates the centerline of RWY 30/12 when departing RWY 19, or while maneuvering for a landing on RWY 01. Pilots departing from RWY 19 must position the crosswind leg south of King Hangar and north of RWY 30/12. Pilots arriving for landing on RWY 01 must position the base leg south of King Hangar and north of RWY 30/12 and plan their altitude to be over the RWY centerline at a minimum 300ft MSL. Pilots must obtain permission to deviate from this procedure. You may request an extended downwind for RWY 01. The request must be made not later than mid-field downwind and if approved allows a normal base leg $\frac{1}{2}$ to $\frac{3}{4}$ miles from the approach end of RWY 01. A straight out departure may also be requested prior to taking the active for take-off on RWY 19. IFR Aircraft will comply with their IFR clearance. (Usually runway heading to 3,000ft).

3.6.4. Touch-and-Go and Pattern Training at Eglin AFB. Transition flying, touch-and-go, practice approaches and pattern training will be conducted as per Eglin AFBI 13-204, para 4.42, unless Eglin Tower approves otherwise.

3.6.5. Take-offs and Run-ups for Runway 01/19. Take-offs and run-ups for runway 01/19 will be performed at taxiways J and N as appropriate (twin aircraft may deviate).

3.6.6. Runway 19 Departures. When departing runway 19, turnout will be 300 feet MSL or above, and prior to runway 12/30 and south of King Hangar. Route of flight will then be to Shirks Point for continuation to either Field Two or White Point.

3.6.7. When departing other runways at Eglin AFB, turn out will be initiated upon attaining 400 ft. MSL and the end of the runway. Do not exceed 1,100 ft. MSL until outside of Eglin Class D Airspace (normally Field 2 for North and White Point for East) or unless otherwise directed or approved by an Eglin air traffic control facility.

3.6.8. Arresting Cables. To avoid potential damage on landing, pilots must plan their landing to touchdown beyond arresting cables, and their takeoff to be airborne prior to an arresting cable. Arresting cables are located at different distances from the ends of each runway, but are normally located not more than 2,000 feet from the end. After landing avoid taxiing over arresting cables. If this is unavoidable, taxi at the lowest possible speed. If possible, taxi across cables at an angle.

3.6.9. Radio Monitoring. All pilots operating Eglin Aero Club aircraft in the Eglin local area shall monitor the radio frequency assigned by ATC. The Eglin Aero Club UNICOM frequency (122.95) is not authorized for air-to-air use.

3.6.10. No Fly Zone. There are No Fly Zones at Eglin AFB, one on the east side of runway 01 and 19 starting at taxiway M and extending south to taxiway H. Areas to avoid over flight are: King Hangar, C-130 Parking Ramp, the entire Parking Ramp between Base Ops and King Hangar and the Munitions Storage Area located west of runway 01 and 19. Emergency Procedures will not be practiced in the No Fly Zones. Note: If Air Traffic Control instructs over flight over the above listed areas for traffic de-confliction then the PIC can accept and comply or request alternate instructions.

3.6.11. Movement of Aircraft into and Out of Shelters. Wing-walkers will be used when moving aircraft in or out of a shelter. Wing-walkers must be a responsible adult. Signals will be agreed upon between the personnel towing the aircraft and the wing-walkers.

3.7. Cross-Country

3.7.1. Cross Country Request. Cross-country flight requests shall be approved by the chief flight instructor or his designee at least 24 hours in advance on an aero club Cross Country Request Form (See Appendix D). The request form must contain a round-trip, Eglin to Eglin, planning data, and shall indicate the name of the landing destinations with a telephone number where the pilot may be contacted. A cross-country flight may be placed on the schedule but is tentative until the cross-country request form is approved. A tentatively scheduled aircraft does not receive any priority for dispatch. Any airport of intended use must be listed in the applicable Chart Supplement. If a member intends to fly above 10,000ft MSL, the member must indicate so in the remarks section of the cross country request and obtain prior permission from the Chief Pilot or Assistant Chief Pilot who will initial the comments section of the form. *PIC is responsible to be prepared and carry appropriate safety equipment for the terrain that they are flying over.*

3.7.2. Same-Day Instructional Cross-Country Flight. A same day instructional cross-country flight does not require a cross-country request form (however, flight plans are required). Same day instructional cross-country flights shall only land at airports listed in the Training Course Outline (TCO). A same day instructional cross-country flight is defined as one that will return to Eglin AFB the same day it departs and consists of an Eglin Aero Club contract flight instructor conducting flight instruction, a student pilot conducting a cross-country flight cleared by the student's flight instructor, or a commercial student on a cross-country flight conducted under their commercial pilot training curriculum.

3.7.3. DD Form 1801, ICAO Cross-Country Flight Plan. Flight plans may be filed in person at base ops or digitally. Flight plans will be kept on file at the Eglin Aero Club for 30 days. Digital flight plans will be emailed to eglinaeroclub@gmail.com. Filing at the Flight planning station at the Aero Club, flight plans are automatically saved on the flight planning computer. The pilot shall indicate in the remarks section of the DD Form 1801 any areas where the flight will be conducted and any airport at which landings are planned. Students will not approve their own DD Form 1801. All flights outside the local area will be conducted under an FAA Flight Plan.

3.7.4. Cross-Country VFR and IFR Flight Plans. Cross-country flights include all VFR cross country flights that terminate at airports other than Eglin AFB. A cross-country request (except for same day cross-country flights to approved airports on the Same Day Cross Country List) must be submitted in advance and approved by the chief flight instructor, assistant chief flight instructor or designee. After filing a cross country flight plan via email or in person, the PIC will call Base Operations to determine if the flight plan was received, is legible, and does not contain any errors. Errors may be corrected via this phone call. All flight plans must be sent to eglinaeroclub@gmail.com if filing with Foreflight or with personal email for record keeping.

3.7.5. IFR Pick-Ups. Unanticipated or instructional IFR "pick-ups" need not file an IFR flight plan in advance provided the aircraft remains in the local area. A "pick-up" terminates at Eglin AFB except in rare and unusual circumstances.

3.7.6. Itinerary Changes. The pilot shall call the Eglin Aero Club, 850-882-5148, or the manager in the event of destination change or if the flight deviates by more than 4 hours from the itinerary filed with the club and for emergency situations.

3.7.7. Over Water Routes. Over water routes are highly discouraged for single engine aircraft. Life preserving devices as prescribed in FAA regulations shall be carried on all over water flights. For the purpose of this requirement, over water flight means flight over water beyond gliding distance of land and not part of an approach for takeoff or landing procedure.

3.7.8. Aircraft Abandonment. If a club aircraft is left at an airport while cross country for any reason other than maintenance, the pilot shall be responsible for the return of the aircraft and resulting storage charges. The minimum guaranteed flight time shall continue to apply until the aircraft is returned unless the manager grants relief from such charges. Any transportation and/or gasoline costs incurred by returning of the aero club aircraft left for any reason other than maintenances, or as a result of pilot negligence, shall be paid for by the pilot. The Eglin Aero Club member is responsible for the security of the aircraft when the aircraft is flown to another location.

3.7.9. Allowable Expenses. The member shall be credited for all properly receipted gas purchases made during the trip. These credits are based upon current Eglin Aero Club costs and are subject to change. Contact an aero club staff member for the current reimbursement rate. To obtain credit, receipts should be attached to the invoice and recorded the day of return and no later than the next day. Sufficient oil should be carried to preclude the need to purchase oil during the cross country flight. There will be no reimbursement for oil purchases outside of the club.

3.8. Lightning. Ramp operations are not permitted when lightning has been reported within 5 miles, or is observed within sight of Eglin AFB. This includes preflight preparations, loading of aircraft and fueling. Aircraft will not be dispatched if lightning is reported within 5 miles. If an aircraft has begun taxiing for takeoff after lightning has been reported within 5 miles, the flight may continue. An arriving aircraft should NOT fuel and will proceed directly to its designated parking spot. The aircraft should be secured.

3.9. Runway Braking Action/Condition Report (AIM 4-3-11). The minimum braking action report for all Eglin Aero Club operations are “poor” or a runway condition code of one. No pilot may land on a runway with braking action report of “nil” or runway condition code of zero, except in an emergency.

3.10. Special VFR. Aero Club Aircraft shall not depart or land at any airport under special VFR clearance (day or night) unless the PIC is instrument rated, instrument current and the aircraft is equipped and current for instrument flight IAW appropriate FARs.

3.11. Night Flight

3.11.1. **Night PIC.** Members are prohibited from acting as PIC of all Eglin Aero Club aircraft after official sunset unless they have completed a night checkout and are night current. Pilots are prohibited from flight outside the local area at night unless the flight is conducted under IFR. If a night cross country flight is required to be conducted under VFR by an approved syllabus of instruction, the instructor or PIC must be both night and IFR current.

3.11.2. **Night Landings.** Night landings (IFR or VFR) are permitted only at airports with visual or electronic glide path guidance. VFR cross-country flights returning to Eglin AFB must be within the Eglin Class D airspace by official sunset unless the PIC meets night cross-country criteria. Operations at airports without runway lighting at night are prohibited.

3.11.3. **Night Emergency Procedures.** Simulated emergency procedures at night are prohibited.

3.12. Weather Briefing

3.12.1. **WX Brief.** The PIC shall obtain a weather briefing from any authorized aviation weather source prior to flight. Sources are National Weather Service, FAA Flight Service Stations (1800wxbrief.com), and commercial aviation weather forecasting services.

3.12.2. **IFR Weather Minimums.** Weather minimums for IFR takeoff shall be no lower than the lowest compatible circling minimums, both ceiling and visibility, at the departure airport or the takeoff minimums listed in the Terminal Flight Information Publication for the airport, whichever are greater.

Note: Pilots with over 100-hours actual instrument time logged as PIC may takeoff when the weather is at or above 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. They may also fly to the published approach minimums:

- Flight under special VFR, as defined in FAR Part 91, is limited to pilots with a current instrument rating, in an aircraft certified for instrument flight.
- Simulated emergency training is limited to Day Visual Meteorological Conditions.
- Take-offs are prohibited if IFR Landing Minimums do not prevail.
- Flight into known or Forecast Icing conditions is prohibited.
- VFR on Top or VFR over the Top is prohibited UNLESS the pilot holds a current instrument rating.
- IFR Flight is prohibited UNLESS the pilot holds a current Instrument Rating, has successfully completed an Aero Club Instrument Checkout, and the aircraft is IFR capable in accordance with the FARs.

3.12.3. Wind Limit. Aero Club Pilots are restricted from flight when winds exceed 30 knots or if there's a crosswind component greater than the aircraft demonstrated crosswind limit. (Crosswind Computation Chart at Appendix A). Flights will not be initiated if surface winds are forecast to be greater than 30 knots and flights will be terminated as soon as winds exceed 30 knots.

3.12.4. Crosswind and Weather Limits. The following crosswind and weather limitation apply to all rated pilots (student limits are in 4.8.1 and 4.8.2):

<u>Aircraft</u>	<u>Maximum Crosswind Component</u>
C-172 Skyhawk/T-41A	15 Knots
SR-20	21 Knots

Note: Crosswind component will be computed using reported steady wind plus full gust increment.

	<u>Day Ceiling/Visibility</u>	<u>Night Ceiling/Visibility</u>
VFR	1500/3	2500/5
IFR	IAW 14CFR91	IAW 14CFR91

3.12.5. Preheating Aircraft. Aircraft will be preheated for 30 minutes if the outside air temperature is 45 degrees Fahrenheit (8 degrees centigrade) or less.

3.12.6. In Flight Ice Mitigation Procedures. IAW FAA and HQ Aero Club guidance, Eglin Aero Club aircraft will not depart with any amount of frozen precipitation accumulation (clean aircraft concept), or fly into areas of known or forecast icing.

3.13. Seatbelts. All occupants of Eglin Aero Club aircraft must wear seat belts and must use shoulder harnesses if available for taxi, takeoff and landing. A seatbelt will be used by only one person. If a child seat is used for small children, it must be Department of Transportation approved. PIC will ensure compliance.

3.14. PIC Seat Assignment. The PIC must occupy the left front seat of the aircraft. Contract CFI when acting as PIC may occupy the left or right seat as appropriate to the flight being made.

3.15. Use of Checklists. Eglin Aero Club aircraft checklists shall be used for all phases of flight and ground operations.

3.16. Failure to Properly Secure Aircraft. Failure to properly secure the aircraft at the conclusion of the flight will result in loss of flying privileges until re-training is accomplished.

3.17. Dead Batteries. Dead batteries resulting from the master switch being left on cost the club money and demonstrate failure of the PIC to follow the checklist. It is Aero Club policy to keep the switch for the rotating beacon in the on position. If a member sees a rotating beacon flashing on an unattended aircraft, they will turn off the master switch and notify administrative personnel. Failure to secure the master switch resulting in a discharged battery will result in a \$50.00 assessment to the member. Should the battery be destroyed due to the discharge, the member will pay for the battery plus the \$50.00 maintenance cost. Failure to pay the assessment will result in loss of flying privileges.

3.18. Passengers.

3.18.1. **Safety Brief.** The PIC shall ensure that all occupants of the aircraft are verbally briefed on items that may affect safety or completion of flight. As a minimum, verbal briefings shall include emergency procedures, use and operation of seatbelts, use and operation of life support equipment, precautions and restrictions to be observed, warning horns and lights and evacuation procedures. All passengers must have completed an AF Form 1585, Covenant Not-To-Sue and Indemnity Agreement, prior to flight.

3.18.2. **Training Flights.** Passengers will not be carried aboard Eglin Aero Club aircraft during training flights, qualification check flights, maintenance test flights or any other instructional flight unless authorized by the chief flight instructor or manager.

3.18.3. **Loading/Off-Loading.** The aircraft engine(s) will be shut down when loading or unloading passengers or CFIs.

3.19. Minimum Altitude. Flights below 1000 feet AGL except during landing and takeoff is prohibited. Simulated engine failures and ground reference maneuvers will be practiced only with a contract CFI on board and no lower than 500 feet AGL except to approved runways that would allow a safe landing. Ground reference maneuvers may be practiced over uncongested areas and no lower than 500ft AGL. Minimum altitude over congested areas of a city, town or settlement will be 1000 feet above the highest obstacle within a horizontal radius of 2000 feet.

3.20. Alcoholic Beverages and Drugs. Use of alcoholic beverages and drugs in or around Eglin Aero Club facilities or equipment is absolutely prohibited. No Eglin Aero club member shall act as pilot of an Eglin Aero Club aircraft within 12 hours after consuming alcoholic beverages or use any drugs not listed as permitted by the FAA.

3.21. Minimum Fuel. Pilots will plan and terminate flights with a minimum of 1 hour of fuel remaining in the tanks. Reserve fuel will be computed for 1 hour at cruise power setting at planned enroute altitude. Unless necessary for weight and balance, fuel is not available, or some other unforeseen event, all aircraft will fuel to ensure proper reserves. Aircraft are to depart with as much fuel as proper weight and balance will allow. WHEN CROSS COUNTRY, VERIFY FUEL RESERVES.

3.22. Smoking. There will be NO SMOKING except in “Designated Tobacco Use Areas”.

3.23. Fueling.

3.23.1. **Refueling.** Fueling will NOT be accomplished when lightning has been reported within 5 miles of the airfield or when there is visible lightning. Upon termination of a flight, aircraft shall be refueled to full tanks or as specified for the type aircraft, or as requested by the succeeding pilot for weight and balance considerations. The aircraft will be chocked and properly grounded prior to starting fueling. To prevent scratching the paint around the gas tank filler neck, the hose should be supported over the fueling individuals shoulder and refueling mats placed on the leading edge of the wing.

3.23.2. **Unable to Refuel.** If the aircraft is not refueled after a flight, notify a staff member, the member will NOT enter a write-up in the aircraft maintenance discrepancy sheet. If there is no staff available to confirm that the aircraft was not refueled, annotate the amount of hours flown and the reason for not fueling, i.e. lightning, heavy rain, succeeding pilot request, etc. Ensure a PINK “NOT REFUELED” card is put in the aircraft book.

3.24. Defueling. Eglin Aero Club does not defuel aircraft for cross-country reasons. Members who are planning cross-country flights where a full fuel load would compromise weight and balance must either, schedule the proper aircraft, or make arrangements to have the aircraft refueled to the level desired by the pilot of the flight immediately prior to the cross country. The pilot desiring less than a full tank of gas is responsible for determining the actual quantity of fuel remaining in the aircraft.

3.25. Starting and Taxiing Eglin Aero Club Aircraft. Aircraft will not be started in the parking spot or covered areas. Aircraft will be moved forward to at least the “blacked out” taxi line or 20 feet wingtip to wingtip clearance. Aircraft will not be hand-propped for starting. Members shall contact a club official if unable to start an aircraft. Complete starting procedures are published in the checklist for each aircraft. Eglin Aero Club aircraft shall follow yellow taxi lines and avoid other aircraft and obstacles at all times. Minimum wing tip clearance before starting engines on Skyhawk ramp is 20 ft. Thus if an aircraft is in the space beside you, aircraft must be pulled forward one full aircraft length prior to starting.

3.26. Runways/Approved Airports. Runway length must be at least 2,000 feet or sum of takeoff and landing roll, whichever is greater. Minimum runway width is 50 feet. Straight in VFR approaches are prohibited at uncontrolled airports, and over-flights will be conducted (500 feet AGL minimum) if surface condition is unknown. Airports must be listed in appropriated flight publications or designated by the installation commander or his/her representative. For multiengine aircraft, the minimum runway length must be equal to or greater than the accelerate-stop distance for the atmospheric conditions at takeoff or landing as appropriate.

3.27. Clearing Authority and Clearance Procedures.

3.27.1. Clearing Officials. The Automated Dispatch Program (ADP) is the primary clearing authority for the Eglin Aero Club. The Manager, all contract CFIs and Aircraft Dispatchers are also clearing authorities in the event of a malfunction of the ADP program. Clearing Officials also determine if operating conditions warrant termination of Eglin Aero Club flying. Clearing Officials may temporarily ground any Eglin Aero Club pilot who violates military directives, FARs, this SOP or operates an Eglin Aero Club aircraft in an unsafe manner.

3.27.2. Clearing a Student Pilot. An instructor who has given a student training must clear the student pilot. For solo cross-country flights, a student pilot's flight plan (DD 1801) will be signed in the clearing block by the instructor and faxed to 882-2655, emailed to 96OSS.OSAM, EglinBaseOps@us.af.mil or filed in person at Base Operations. The student's instructor will maintain overall supervision of the student's flight progress.

3.27.3. Automated Dispatch Programs (ADP). The ADP is the primary clearing authority at the Eglin Aero Club for the purpose of supervising the flying operation of the club. ADP has the authority and responsibility to issue or deny flight clearances and release aircraft.

3.28. Lost Communication Procedures. In the event of radio failure in VFR conditions in the local area (prior to having advised Eglin ATC of other landing intentions) pilots will land at a non-towered airport or, if near a towered airport, look for light gun signals. Contact the Eglin Aero Club at 850-882-5148 for further instructions. After hours call emergency number in Appendix B. If ATC has been advised of landing intentions at an airport with an operating control tower, proceed and land in accordance with lost communication procedures.

3.29. Unscheduled Landings and Lost Procedures.

3.29.1. Divert – Local. If an aircraft is forced to divert in the local area, the pilot will choose the divert airfield based on their judgment and experience and advise the Aero Club of their intentions by any means practical to include a relay via Base Operations Dispatch, Eglin Tower, Eglin Approach Control or by telephone after landing.

3.29.2. Divert – Other. In the event of any unscheduled landing, the pilot shall contact the Eglin Aero Club by telephone at 850-882-5148 for instructions. After hours, call emergency number in Appendix B. Under no circumstances shall a pilot resume the flight without specific approval from the manager or chief flight instructor or assistant chief flight instructor.

3.29.3. Lost Procedures. Students and members should keep in mind the Five C's. Climb, communicate, confess, comply and conserve. Climb is for better view, radio and nav-aid reception. Communicate with ATC using frequencies on the sectional chart or chart supplement. Confess to ATC and comply with their instructions. Conserve fuel if required. List of approved alternate airfields is included in aircraft logs, or identified on the DD1801 for IFR flight plans.

3.30. Weather Recall and Aircraft Evacuation Procedures.

3.30.1. **Recall.** The manager, chief flight instructor, or a member of staff on duty will order a recall through Eglin ATC agencies of all Eglin Aero Club aircraft operating in the local area when the weather is forecast to exceed the limits specified in this SOP. When weather conditions are changing rapidly, Eglin Aero Club policy is to cancel flying if safety is in doubt. In the event a weather recall is warranted, every effort will be made to contact all aircraft in the local flying area by requesting broadcast by Eglin Tower/Approach, Destin Tower and Bob Sikes Unicom. Aircraft will be directed to land at the nearest practical airport and contact the Aero Club.

3.30.2. **Severe WX.** During severe weather, all Eglin Aero Club aircraft will be tied down and chocked to minimize potential damage.

3.30.3. **Weather Evacuations.** No evacuation needed to be considered for CAT 4 or below hurricanes. Evacuations would only be considered when forecast weather exceeds CAT 4 or if hangar space is not available. Hangaring the aircraft is the preferred protection measure for thunderstorms and winds, CAT 4 or lower hurricanes, and other adverse weather conditions. In the event of significant weather notification (winds greater than 35 knots or hail greater than .5 inch) the aircraft should be hangered in the space assigned by the Eglin MOCC. In the event evacuation is required, contract flight instructors would be used, supplemented by well-qualified volunteer members. A list of such volunteers would be developed upon notice of weather requiring evacuation.

4. STUDENT PILOT PROCEDURES

4.1. Definition. The term “student pilot” refers to any pilot, regardless of prior experience or military certification, who does not have at least a valid FAA private pilot certificate or higher.

4.2. Training Programs. Pilot training shall be in the form of regularly scheduled cases and private tutelage by contract flight or ground instructors. All training shall be conducted in accordance with the club’s FAA approved flight and ground school curriculum. All members will have a training folder prepared in accordance with AFMAN 34-152. Student pilots in initial pilot training and pilots in upgrade and additional rating training will have training records maintained in accordance with the provisions of 14 CFR PART 141 and club procedures. Maintenance of these records is the CFI’s responsibility. Student pilots’ records of checkouts and stage completions will be maintained in accordance with 14 CFR PART 141 record keeping practices and as required by the chief flight instructor.

Upon completion of training, a student pilot will be administered a club checkout flight. This flight may be accomplished in conjunction with the final stage check or certification flight. Written tests will be completed within 60 days prior to initial solo operations or as required by the FAR PART 141 curriculum.

4.3. Checkout and Currency. Student pilots with a current and valid Student Pilot Certificate are allowed solo operations in accordance with the provisions of the SOP, the FARS and AFMAN 34-152. Student pilot written tests requirements (stage tests) will be in accordance with the training program.

4.3.1. Student Solo Clearance. A contract CFI familiar with the abilities of the student is the clearing authority for all supervised solo flights. The CFI is responsible for the conduct of the entire flight to include validation of currency, student proficiency, safety of operation direction of maneuvers to be performed and selection of the area in which the flight is to be conducted. Student pilots must complete the open and closed book aircraft test for the aircraft they will solo in prior to their first solo flight.

4.3.2. Student Pilot Solo Cross-Country. A contract CFI familiar with the abilities of the student is the clearing authority for all supervised solo cross-country flights. The CFI is responsible for checking the student's flight planning and assuring proper clearance. Student pilots must complete the ground school final or the FAA written test prior to their first solo cross-country flight (completion of Annual Standardization Exam is encouraged).

4.3.3. Unfamiliar Airports. Student pilots will not be released for local area solo flights or cross-country flights to unfamiliar airports unless they have passed the appropriate stage check administered by the chief or assistant chief flight instructor.

4.4. Solo Student Limitations.

4.4.1. Touch and Go. Solo students will not perform touch-and-go landings.

4.4.2. Currency. Student pilots will not fly more than 10 consecutive hours solo or exceed 30 days without a dual proficiency flight with a contract CFI.

4.4.3. Night. Student pilots will not fly solo at night.

4.4.4. Simulated Forced Landing. Solo student pilots will not conduct simulated forced landings.

4.4.5. Flight Terminations. Solo student pilots must terminate all local flights no later than 30 minutes before official sunset.

4.4.6. Student Pilot in Local Area. Student pilot solo flight will be restricted to not more than 25 NM within the local practice areas as defined in EGLINAFBI 13-204. Students may practice solo takeoffs and landings at authorized local area airports after completion of a solo check by the chief flight instructor or assistant chief flight instructor and when cleared by their instructor and properly endorsed in their logbook as follows: KVPS, KCEW and KDTS, 0J4 and 54J.

4.5. Students Cross-Country Training.

4.5.1. Training Routes. The cross-country training routes will be as published in Eglin Aero Club FAA-approved courses. The chief flight instructor may approve deviations in writing in the interest of training efficiency. A cross-country request will be submitted to the chief or assistant chief flight instructor when the training syllabus does not specify routing. Contract CFIs may approve student requests for approved routes.

4.5.2. Initial Solo XC. On the first two solo cross-country flights, students must fly to airfields where they have previously demonstrated satisfactory traffic patterns to a flight instructor. A student pilot's first solo cross country flight shall be over the same route previously flown on a dual cross country flight. The route must have been flown within the previous 30 days. If the 30-day-time period has elapsed, the training must be re-accomplished or the chief or assistant chief flight instructor must authorize the flight. All landings within the first 3 hours of solo cross-country training must be made at airports where the student has made dual landings.

4.5.3. Solo XC Planning. Student pilot solo cross-country flights must be planned so as to allow adequate time to arrive back at Eglin at least 30 minutes before official sunset. Overnight solo cross-country flights are not authorized. If any situation occurs, such as impending darkness, adverse weather conditions, aircraft discrepancies, the inability to file a flight plan or obtain a weather briefing, illness, airsickness, fatigue or anything that would compromise the safety of flight, the student shall land at an appropriate airport at least 30 minutes before sunset and call the Eglin Aero Club for guidance. Weather for the duration of cross-country plus one (1) Hour must be at least 3000' and 5 mile's visibility. The student must adequately plan each leg of the flight and prepare a written flight log (AF Form 70 or equivalent).

4.6. CFR Part 141 Requirements.

4.6.1. Enrollment. Each student enrolled in an FAA-approved flight training course shall receive a dated certificate of enrollment with the name of the course in which they are enrolled. A current Basic Med, Class III or higher medical certificate is required before beginning the course. The Veterans Administration requires higher certificates for VA approved training programs.

4.6.2. Syllabus. Each student will have access to the training syllabus and a copy of this SOP that includes procedures for using training aids, off limits areas, handling of aircraft, parking instructions, safety instructions and other operating instructions.

4.6.3. Radio Procedures. Student pilots, when operating solo, must identify themselves as "student pilot" on the initial call up to an ATC facility and when making radio transmissions at non-tower airports.

4.8. Wind Limitation/Weather Minimums.

4.8.1. Solo Private Pilot Students. Maximum wind is 20 knots and maximum crosswind component is 10 knots.

4.8.2. Student Pilot.

DAY VFR	CEILING/VISIBILITY
Local Solo	2000' / 5 sm
Cross-country	3000' / 5 sm

4.9. Pre-Solo Maneuvers. *REFER TO SYLLABUS.*

4.10. Student Pre-Solo Checklist. *REFER TO SYLLABUS.*

4.11. Pre-Solo Cross-Country Checklist. In addition to all the requirements listed for the Pre-solo, the following are required for student pilot solo cross-country:

-Logbook, instructor shall endorse student for initial cross-country flight and all cross-country flights following.

-Training Folder, the training folder shall be signed off for each flight and include a copy of the pre-solo exam, signed, graded and corrected to 100%.

-Membership Folder, the membership folder must contain: a copy of the student pilot certificate and an FAA medical.

-Documents in Possession, will be the student's logbook, the student pilot certificate, medical certificate and pictured ID.

5. SAFETY

5.1. Safety Officer Responsibilities. The Eglin Aero Club Safety Officer will be appointed by the manager and perform the duties outlined in AFMAN 34-152. Their primary duty is to conduct an aggressive mishap prevention program. The safety officer will also conduct safety inspections for the Eglin Aero Club and will act as the liaison between the Eglin Aero Club and other agencies on matters concerning safety. The safety officer is also responsible for ensuring the video of the safety meetings are made available to the general membership within five working days of the safety meeting.

5.2. Fire Extinguishers. Fire extinguishers shall be readily accessible during engine starts, aircraft maintenance and aircraft fueling. Members shall receive annual instruction on fire protection and prevention at one of the scheduled safety meetings.

5.3. Clothing. Pilots are encouraged to wear Nomex clothing and gloves while flying. Wear of synthetic materials such as nylon and polyester next to the skin is discouraged. Shorts are discouraged. Sandals or flip-flops are prohibited for the pilot.

5.4. Accident/Incident Reporting Procedures. In the event of an aircraft mishap or incident, pilots will take the following actions as appropriate and as able:

- Take whatever immediate actions is necessary to provide emergency attention to protect life and prevent further injury to persons or damage to property.

- If able, notify local or security police and contact the Eglin Aero Club manager or command post at the nearest military facility.

- If unable to contact the above, try to report through the nearest FAA facility or flight service station. Gather as much information as possible for further reporting, i.e., injuries, names of passengers, damage to aircraft and property, weather, times, significant events leading to the mishap, etc.

5.5. Mishap Reporting. Report all Mishaps to a member of staff immediately. The safety officer will coordinate with the base flying safety officer to report mishaps IAW Air Force directives and NTSB Part 830. See APPENDIX B. for important phone numbers.

5.6. Aircraft Ramp Operations. The following procedures are intended to enhance safety to members and reduce the potential for damage to club aircraft:

- Any member entering or exiting a shelter with an aircraft should have a wing walker to ensure proper wingtip clearance.

- Any member desiring to operate the tug must have received a checkout from the Aero Club staff or a flight instructor.

- If an aircraft is left on the ramp after preflight, a minimum of one set of chocks shall be in place.

- Ensure tow bars are removed after parking aircraft, tie-downs are secured and aircraft is grounded. Ensure tie-downs and ground are removed before moving aircraft.

- Members must brief their dependents on the hazards of propellers and have minor dependents (and pets) under control at all times while on the ramp.

5.7. Flight Line Operations Rules. Operations of the tug beyond Aero Club ramp or prior to Taxiway Tango requires a flight line driver's license. Operations to/from the wash rack are authorized.

5.8. Ground Safety. Club members must take a common sense approach to safety while simultaneously getting involved in the safe operation of the Eglin Aero Club aircraft.

5.9. Aircraft Keys. Do not place aircraft keys into the ignition until the aircraft is ready to be started.

5.10. Personal Minimums. Aero Club members are encouraged to develop their own personal minimums based on their level of proficiency, currency, physical, and emotional state and review these prior to each flight.

5.11. Eglin AFB Mid Air Collision Avoidance Program (MACA). The Aero Club maintains a current copy of the Mid-Air Collision Avoidance (MACA) program pamphlet. It can also be found online at www.okaloosacountyairports.com/air_airports.html or www.co.okaloosa.fl.us and click on airports. It can also be found at base operations or the base flight safety office or on the Aero Club website. This comprehensive guide will provide a wealth of information concerning the mid-air threats in the local area.

6. MAINTENANCE PROCEDURES

6.1. Aircraft Discrepancies and Write-Ups.

6.1.1. Status Board. Aero Club staff will maintain the Status board on a daily basis to include posting of Tachometer times.

6.1.2. Discrepancies. Individual club members will notify a staff member and write up any noted discrepancy or unusual event they may find or experience during pre-flight, in-flight, or post-flight, and if staff suggest they do so.

6.1.3. Annotating. All write-ups will be clear and concise and will be clearly signed by the individual with individual's membership number. The discrepancy will be noted in a manner to enable the Maintenance Staff to follow up with the individual for additional information if necessary.

6.1.4. Aircraft Grounding. In the event that an aircraft is not in an airworthy condition, the flight log and keys will be placed in the maintenance office located in the Eglin Aero Club to preclude inadvertent scheduling and flight of that aircraft.

6.2. Maintenance Priorities.

- Review daily aircraft discrepancy write-ups.

- Review required maintenance such as hourly inspections.

- Pre-coordinated maintenance activities intended to meet a scheduling requirement such as an FAA check ride of a crucial training flight (Eglin Aero Club manager and the Chief Mechanic will control maintenance priorities).

6.3. Off-Station Maintenance. When an aircraft is away from Eglin AFB and repairs are required, the member should contact the Aero Club Manager or Chief pilot for guidance.

6.3.1. Major MX. If major maintenance is required call the Club Manager for guidance.

6.3.2. **Aircraft Security.** Should it become necessary to obtain repairs while on a cross-country flight, the pilot shall ensure that the aircraft is properly secured. If the pilot must leave the aircraft and return home before it can be repaired, they shall return at their own expense. In such cases, the responsibility for the return of the aircraft (to include transportation and /or gasoline costs) shall revert to the club if negligence is not a factor. The manager of the Eglin Aero Club must be contacted for further guidance.

6.4. General Maintenance Discrepancies

6.4.1. **Aborts.** Each flight air aborted or cancelled due to maintenance problems will have the discrepancy entered in the aircraft book. Air aborts are revenue flights, ground aborts (.6 Hobbs Max) are not.

6.4.2. **Discrepancy Evaluation.** All maintenance write-ups entered in the aircraft forms will be checked by a club mechanic to determine their seriousness.

6.4.3. **MX Sign-Offs.** Maintenance personnel will take the necessary action and complete the AC Write-Up Form. If a discrepancy is determined to be non-critical to the safety of flight (only by maintenance personnel) the aircraft may continue to be flown. If a discrepancy grounds the aircraft, the discrepancy will be entered into the AC Write-Up Form and on the status board. The AC Write up Form will remain in the binder until the next 100-hour or annual inspection, at that time; it will be removed by maintenance and placed in a file in the maintenance office. The disposition of AC Write-Up Forms will be IAW FAA Regulations. Once the aircraft is airworthy, the binder and keys will be returned to operations, the schedule will be updated, status board updated and mx logs entered into ADP.

6.4.4. Deferred Maintenance Forms will be reviewed at next maintenance to evaluate if it can be repaired or safely deferred further.

6.4.5. **Aircraft Binders.** Each aircraft is provided with an aircraft binder. The binder contains a Flight Data Log, EAC Write up Form, and other information. The Flight Data Log will be completely filled out for each flight. To include Hobbs Time, Tachometer Time, Fuel used, Ticket Number, member and instructor name and other information. The EAC Write up Form will be filled out for every aircraft discrepancy by the Pilot-in-Command and the discrepancy brought to the attention of a staff member, Chief Flight Instructor, or his/her representative. One discrepancy only will be recorded in each block. If more space is required, the next block may be used as a continuation of the discrepancy description. Each entry shall include the PIC's member's number and be dated and signed by the PIC.

6.5. Maintenance Inspections.

6.5.1. **Overflying Inspections.** UNDER NO CIRCUMSTANCES will Eglin Aero Club aircraft over fly a 100-hour inspection, Airworthiness Directive Inspections, or annual inspection. If you have extended a cross country, you must land and have maintenance done at the nearest facility. Do not bring the aircraft back to Eglin for 100 hour maintenance. Call Club manager for guidance.

6.5.2. Inspection Schedule. The aircraft binder contains the information necessary for the pilot in command to determine the time remaining to the next required inspection. Members must compare the time on the TACH or today's date with the time remaining to the next 100- hour inspection or annual inspection and plan accordingly. Members must terminate their flight and shut down back at Eglin PRIOR to reaching the 100-hour time in service point, due time of Airworthiness Directives (AD's), or expiration of annual inspection.

6.6. Grounding Aircraft.

6.6.1. General. Club aircraft shall be grounded for discrepancies that adversely affect safety of flight or compromise the airworthiness of the airplane. The member discovering the grounding discrepancy shall write the discrepancy in the aircraft binder and bring it to the attention of a club official on duty. If no official is on duty, the member should attempt to contact the manager or chief mechanic by telephone (See Appendix B). Any aircraft that is grounded shall have the appropriate entry entered on the EAC Write up Form and a notation shall be made on the status board. If possible, the aircraft should also be "downed for maintenance" on EACPilots.com. In the event that an aircraft is grounded, the flight log and keys will be placed in the maintenance office located in the Aero Club to preclude inadvertent scheduling and flight of that aircraft.

6.6.2. Return to Service. Once the aircraft is airworthy and returned to service by an FAA certified mechanic, the binder and keys will be returned to operations.

6.6.3. Aircraft Damage. The PIC is responsible for immediately reporting any aircraft damage, suspected damage or hard landings to a club official. The proper notation must be made on the **EAC WRITE UP FORM** in the aircraft dispatch binder. If there is any possibility that the airworthiness of the aircraft has been compromised, the aircraft must be grounded pending an inspection by a club mechanic. Members who fail to report damage or suspected damage to club aircraft are subject to suspension of flying privileges.

7. FLIGHT INSTRUCTOR RESPONSIBILITIES

7.1. Contracted Flight Instructor Responsibilities.

7.1.1. Authorized Flight Instructors. Only FAA certified flight instructors contracted as Eglin Aero Club instructors may give instruction in Eglin Aero Club aircraft.

7.1.2. Instructor Responsibilities and Duties. Instructor responsibilities and duties are outlined in their contract, AFMAN 34-152, FARs, TCO's and in this SOP and other Eglin Aero Club Instructions. These responsibilities include complete supervision of all assigned students, maintenance and administration of training records and folders, compliance with all applicable directives and attendance at all safety and standardization board meetings. All contracted flight and ground instructors will receive and document initial and recurrent security awareness training IAW 49 CFR Part 1552 Subpart B.

7.1.3. CFI Pilot in Command. When operating in an instructional capacity, contract certificated flight instructors shall be the designated PIC, shall sign the flight plan as PIC, be responsible for the overall conduct of the flight and shall insure that applicable Eglin Aero Club procedures are performed throughout the flight.

7.1.4. CFI Currency. Contract CFIs will make THREE takeoffs and landings in the preceding 90 days in each category and class aircraft, and three takeoffs and landings in the preceding 180 days in each make and model aircraft for which they are qualified to instruct. Three night landings will be accomplished every 90 days in any model within category and class. Instructors may maintain or regain this currency as sole occupant of an Eglin Aero Club aircraft, but must pay normal aircraft rental rates for the flight. No passengers are permitted. Annual CFI recurrent training will be charged as an administrative flight due to it being a club requirement. All other currency requirements must be paid by the instructor.

7.1.5. CFI Clearing Authority Exception. CFI's acting as PIC may clear their own flight and approve their own Cross Country Request when departing Eglin AFB during other than business hours or any other time an Aircraft Dispatcher is not readily available.

7.2. Pilot in Command Responsibilities.

7.2.1. Pilot in Command (PIC). The responsibility for the aircraft and equipment rests with the Pilot-in-Command. On instructional flights, the instructor is considered to be the Pilot-in-Command.

7.2.2. Passenger's Off-Station. If picking up passengers off station, the PIC will ensure all passengers complete an AF Form 1585, and will email the completed forms to the aero club prior to the flight. AF Forms 1585 must be re-executed every 12-months.

Note: This requirement does not apply to FAA Inspectors performing official flight examinations.

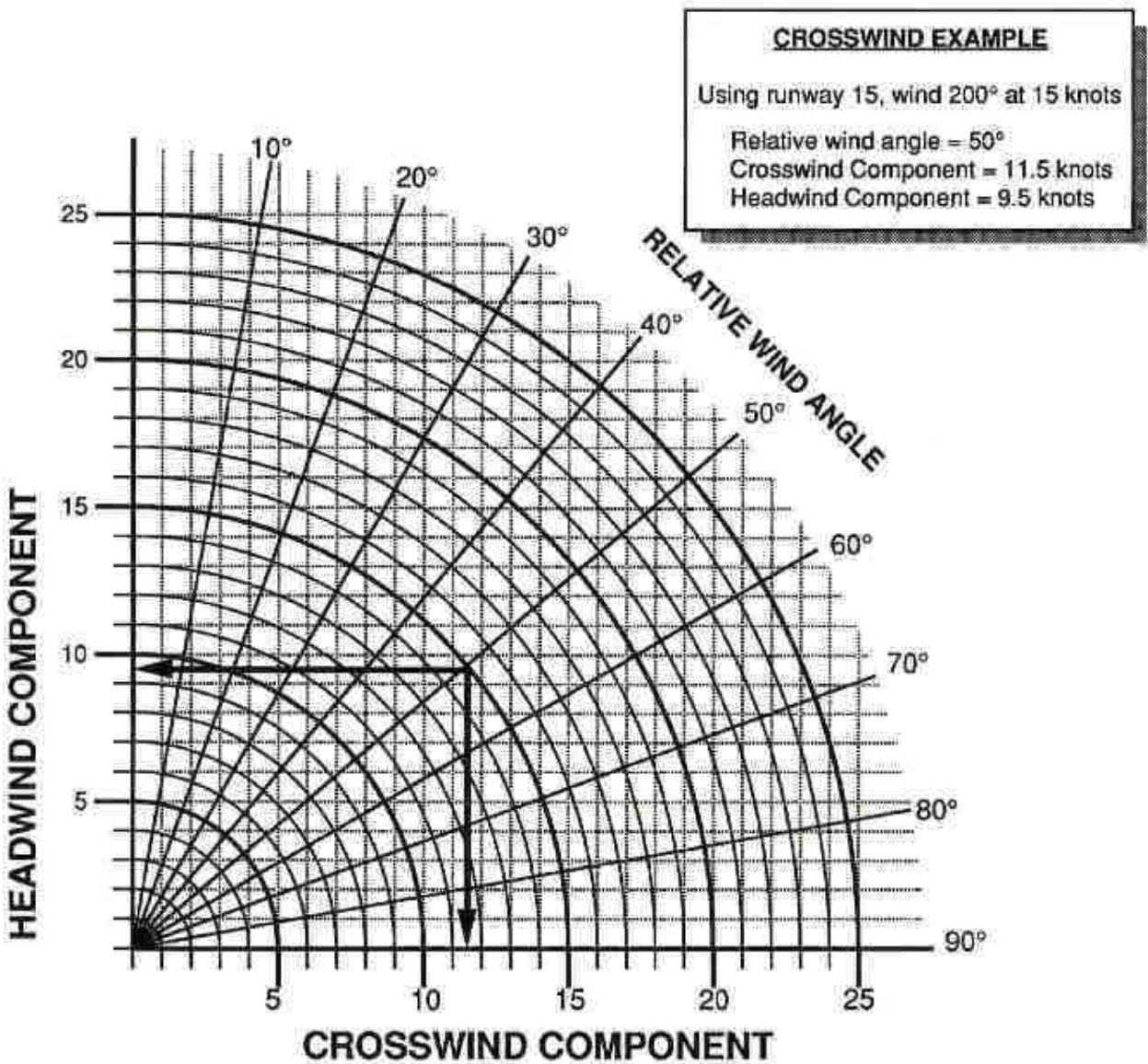
7.2.3. Certificates on Person. All pilots shall have in their possession a valid pilot certificate with appropriate ratings, a valid medical certificate, and a pictured ID while operating Eglin Aero Club aircraft.

7.2.4. Eligibility for Operating Aircraft as PIC. Only the following may operate Eglin Aero Club Aircraft:

- Eglin Aero Club Instructor
- Enrolled students under instructor supervision
- Pilots employed by the Eglin Aero Club for specific tasks
- Mechanics (with the appropriate certificates and ratings) employed by Eglin Aero Club which have been approved by the Chief Pilot
- Aero Club members who hold at least a Private Pilot Certificate, Current medical certificate, and who have also successfully completed an aircraft checkout.

HILLARY P. HEDBURG, Lt Col. USAF
Commander, 96th Force Support Squadron

APPENDIX A
CROSSWIND COMPUTATION CHART



APPENDIX B

EMERGENCIES AND OTHER CRITICAL INFORMATION

Emergency Response and Management

When an in-flight emergency occurs, and the pilot requires assistance, conditions permitting, contact Eglin Aero Club on *122.95* and an Instructor Pilot will assist (if available) via radio. Following *Emergency Action Checklist* located at the dispatch desk.

Emergency Telephone Numbers

- Eglin Aero Club – (850) 882-5148
- Eglin AFB Base Operations – (850) 882-5313
- Aero Club Manager – Jim Taylor, (850) 292-5485
- Aero Club Chief Flight Instructor – Tommy Ayers, (850) 225-7296
- Aero Club Assistant Chief Flight Instructor – Bob Burnet, (850) 585-7040

APPENDIX C

Eglin Aero Club – Membership Preparation Checklist

Name: _____ Member Number: _____

The following items must be completed prior for all new members

- ____ AF Form 1710 Membership Application
- ____ AF Form 1585 Covenant Not to Sue
- ____ Copy of valid Military ID/DOD ID
- ____ Copy of FAA Pilot Certificate/Student Pilot Certificate (if applicable)
- ____ Copy of Medical Certificate
- ____ Initiation Fee \$30.00
- ____ Credit Card Recurring Authorization Form (\$25 withdrawn 25th of every month)
- ____ Create ADP Profile (Member # is username, “password” is initial password)
- ____ Create EACpilots.com account (explain aircraft scheduling procedures)
(Confirmation email will be sent out, use member # to create their login)
- ____ Create Member Folder (assign member #, explain club access and security)
- ____ Explain Aircraft/Instructor rates
- ____ Inform member that cancellation of membership must be done in writing

The following items are mandatory for PVT/INST/COMM Training

- ____ Original Birth Certificate, US Passport, or Naturalization as proof of US citizenship
- ____ Logbook endorsement as proof of US citizenship from instructor (sticker)
- ____ Memorandum for Chief Flight Instructor for CFI Assignment

The following must be completed prior to your first flight

- ____ Complete & Graded Standardization, Instrument (if applicable), Make & Model exams
- ____ Read PIFS (Pilot Information Files)
- ____ Attend Safety Meeting (must attend 1 out of 3 or watch Safety Meeting Video at club)
- ____ Read SOP (Standard Operating Procedures)
- ____ Setup Orientation/Ground with CFI for grading and going over tests and procedures

Signature of Member

Admin Initials

Eglin Aero Club – CFI Checklist

Confirm all items on the Membership Checklist are complete Confirm the Records Review has been completed in ADP Check for completed AF Form 1584

New Student Brief Checklist

- ___ Overview of SOP
- ___ Oil Supply / Window Cleaning: Storage & Use
- ___ VFR Departure and Arrival Procedures
- ___ Flight Plans: Filing/Opening/Closing/Local & X-C
- ___ Aircraft Status Board
- ___ Aircraft Dispatch Books: Location/Content (including AF Form 781A)
- ___ Aircraft Keys and Combination Locks
- ___ Weather Minimums
- ___ Touch and Go Landing Procedures & Restriction
- ___ Minimum Fuel Requirements
- ___ Dispatch Procedures
- ___ Currency Requirements and ADP Brief
- ___ Location of A/C and AD Logs
- ___ Clearing Officials List
- ___ Non-Towered Airfield Operations
- ___ Refueling Procedures and Use of Fire Extinguishers

Signature of Member

CFI Initials

APPENDIX D

Abbreviations and Acronyms

AC—Aircraft
AD – Airworthiness Directives
ADP—Automated Dispatch Program
AFB—Air Force Base
AFSVA—Air Force Services Activity
AGL—Above Ground Level
AME—Aviation Medical Examiner
ATC—Air Traffic Control
AOPA—Aircraft Owners & Pilots Association
CAP—Civil Air Patrol
CAT--Category
CFI—Certified Flight Instructor
DOD—Department of Defense
EAC—Eglin Aero Club
ETA—East Training Area
FAA—Federal Aviation Administration
FAR—Federal Aviation Regulation
FAR AIM—Federal Aviation Regulation Aeronautical Information Manual
IAW—In Accordance With
IFR—Instrument Flight Rules
MACA—Mid-Air Collision Avoidance
MOA—Military Operations Area
MSL—Mean Sea Level
NM—Nautical Miles
NTA—North Training Area
NTSB—National Transportation Safety Board
PIC—Pilot in Command
RWY--Runway
SOP—Standard Operating Procedures
TCO—Training Course Outline
TDY—Temporary Duty
TSA—Transportation Security Administration
UNICOM—Universal Communications
VFR—Visual Flight Rules