EGLIN
AERO CLUB

STANDARD OPERATING PROCEDURES

15 FEB 16

Summary

The following changes were made to the SOP:

- Updates to reflect changes to AFI 34-117 from AFMAN 34-232 and AFI 11-201.
- Various sections have been renumbered to reflect changes.
- Section 3.3.1 now differentiates between training and membership records.
- Mountain Flying Section 4.1.7 has been updated to reflect new Mountain flying test.
- Section 5.2.1.1 has been corrected to indicate North of Highway 90 for clearance to ensure separation from Eglin Air Space prior to clearance.
- 5.6.10 has been changed to reflect No Fly Zones and avoid areas due to Eglin Restrictions and safety.
- Section 5.11.4 has been changed to eliminate High Key and Low Key approaches.
- Section 5.12.4 has been updated to reflect current aircraft.
- Section 8 has been rewritten to reflect current changes in FAA requirements for Part 141 operations.
- Emergency information has been incorporated into checklist for ease of referral if the need for critical information arises.
- Changes have been made to the retention of membership and training records to reflect current TSA (Homeland Security) and FAA (Federal Aviation Administration) guidelines.

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Mr. Donald Riedel)
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Approved by: Lt Col Roeckers, 96 FSS/CC

This instruction implements guidance contained in AFI 34-117, *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), AFI 34-117, *Aero Club Operations, Eglin AFB Instruction* 11-201, *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 AFI 34-117 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. INTRODUCTION

This document was compiled by the staff of the Eglin AFB Aero Club and contains the Eglin AFB 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 AFI 34-117, Aeronautical Information Manual and applicable Eglin AFB regulations.

2. ADMINISTRATION

2.1. MEMBERSHIP

2.1.1. Government Affiliation. 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, federal employees, retired military and active members of the civil air patrol.

2.1.2. Military Students. Membership is also open to military students from other countries attending military training courses at the Eglin AFB Complex.

2.1.3. Specific Eligibilities. The categories listed above are not intended to be all-inclusive and specific eligibility will be evaluated upon application to join the Club.

2.1.4. AF Form 1710, Membership Application. Application for membership is made by completing an **AF Form 1710, Membership Application**. The application will be accompanied by either a $25 initiation fee or a Letter in Good Standing from another military aero club.

2.1.5. AF Form 1585, Covenant Not to Sue. Everyone flying in Eglin AFB Aero Club aircraft shall complete and sign an **AF Form 1585, Covenant Not to Sue** prior to any flight. A parent or legal guardian shall execute the document on behalf of any person under 21 years of age.

2.1.6. New Member Checklist. Upon completion of the Membership Application, an Aero Club Flight Instructor or Staff Member will address all the items on the New Member Checklist with the applicant. A copy of this checklist is located in Appendix B.

2.1.7. Short-Term Applicants (TDY). TDY applicants will also complete a post-dated termination letter concurrent with their membership application.

2.1.8. "Inter-club" Memberships. The Eglin AFB Aero Club also recognizes "inter-club" memberships; all a current due-paying member of another club must do is show proof of active Aero Club membership elsewhere and bring their membership/training folder (copies are acceptable) with them and comply with the Eglin AFB Aero Club checkout procedures.

2.2. DUES.

2.2.1. Rates. The rates for the annual dues plans are established by the manager and approved by the Non-appropriated Fund Council. Membership dues are established at $25 for all members. Dues are payable monthly.

2.2.2. Payment Methods. Dues may be paid by one of two methods: Dues may be paid monthly by cash, check, or automatic credit card deduction, using a MasterCard or Visa credit card. Automatic billing does require the member to complete an automatic billing form available at the front desk. Dues may be paid annually in advance.

2.2.3. 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 accrue either for the month following the month in which a member joins the club if membership is after the 20th of the month. Dues also accrue for any succeeding month whether or not the member exercises the privileges of his airman certificate in club aircraft. Dues are not assessed for the month in which a member resigns provided the member has not exercised flying privileges.

2.2.4. 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 date of temporary duty (TDY) orders or aviation medical examiner's (AME's) statement, his/her 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.

2.2.5. 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 3d class medical certificate. If those periods of time exceed a whole calendar month and the member is unable to exercise the privileges of his/her airman 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 his approval.

2.2.6. Class III Medical Certificate. If unable to obtain a Class III or higher medical certificate, provide a statement from an FAA Aviation Medical Examiner that the member is unable to obtain at least an FAA 3rd class medical certificate, and the condition is likely to prevail for at least 30 days over a full calendar month. Member may be excused from dues for duration of condition of one year whichever is less.

2.2.7. TDY Orders. TDY orders or similar statement from non-DoD member, showing dates of absence by the member of more than 30 days over a full calendar month.

2.2.8. Full-Time College or University. Proof of attendance in residence at a full-time college or university is required. Full-time students are eligible for reduced membership dues equal to one-half the full membership rate apply to full-time students enrolled in high school or college, and to senior pilots upon reaching their 50th birthday.

3. MEMBERSHIP.

3.1. MEMBERSHIP CATEGORIES.

There are three categories of membership in the Eglin AFB Aero Club:

3.1.1. Pilot-In-Command (PIC). PIC membership entitles the member to act as PIC in aircraft for which the member is rated by the FAA and for which the member has received a standardization flight in accordance with AFI 34-117.

3.1.2. Navigator. Navigator membership is also available to eligible personnel not desiring to act as PIC of activity aircraft but desiring other club privileges to include aircraft tie down.

3.2. TERMINATION OF MEMBERSHIP.

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

3.2.2. Resignation. If a member in good standing with all bills paid resigns, he or she 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**.

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

3.2.4. 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 temporary duty (TDY) or aviation Medical examiner's (AME's) statement, his/her 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.

3.3. MEMBER RECORDS.

3.3.1. Disposition. Membership records will be stored behind the front counter area separate from Training records. Disposition of records after a member has terminated affiliation 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 his or her 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.

3.3.2. 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/or his or her instructor as appropriate. Training records are the property of the Flight School. Members may make a copy upon termination of membership but the original training records are

part of the FAA approved Flight School records and must not be removed. These records are maintained in accordance with FAA and TSA rules and regulations.

3.4. SAFETY MEETINGS.

3.4.1. 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 normally posted on the wall behind the front counter. A sign in roster will be available to record individual attendance.

3.4.2. Attendance. Attendance at the monthly meeting is mandatory. If a member misses three or more consecutive meetings, then he/she must physically attend a safety meeting before they can act as PIC of an Aero Club aircraft. New members must attend the first scheduled safety meeting to continue to act as Pilot in Command.

3.4.3. Make-up Procedures. Meetings are videotaped, allowing for make-up procedures for those members who cannot attend a meeting to remain current on safety items, new local procedures and items of general interest.

3.4.4. Safety Meeting Topics. Although the meeting is primarily a safety meeting, the club manager will have time available to discuss general membership interest items such as rental rates, new classes/courses being offered and make recognition of aerial achievements and new members.

3.5. CLUB OFFICERS.

3.5.1. In addition to the Aero Club Manager and the Chief Pilot, there will be a Club Safety Officer who runs the Club Safety meetings. This person is appointed by the Aero Club Manager.

3.5.2. Normal Operation Hours.
Monday thru Sunday as posted on the website.

Closed: Thanksgiving, Christmas and New Year’s Day

3.5.3. Flights Outside of Normal Operating Hours. Flights may be scheduled outside of normal operating hours through use of the Automated Dispatch Program (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.

3.6. SCHEDULING PROCEDURES.

3.6.1. Aircraft Scheduling. With a few exceptions, aircraft scheduling is on a first-come, first-served basis. Flight Schedule Pro is a web-based on line program available for all scheduling out to 12 months. Members must register on the program at www.flightschedulepro.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. Stage checks and FAA check rides will only be scheduled by the member's assigned instructor.

3.6.2. Scheduling Precedence. FAA check rides and stage checks take precedence over routine member flying; however, every effort will be made to accommodate all

parties.

3.6.3. Cross-Country. Cross-country requests (to include TDY travel) are submitted to the club manager or the chief pilot 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 club manager or the chief pilot, or assistant chief pilot 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 not including the first day.

3.6.4. 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, he or she 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 he/she has not called in to hold the aircraft and another Aero Club member wants the aircraft, they may take it.

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

3.7. PAYMENT FOR AIRCRAFT, FUEL, AND OTHER SERVICES.

3.7.1. Payment for Services. Payment for aircraft rental, fuel, instruction, aviation supplies and course materials, and other items is due immediately. Cash, check, VISA or MASTERCARD may be used to pay for purchases. There are also provisions for payment in advance whereby purchases will be deducted from the member's account. The HOBBS meter is used to determine aircraft payment. It shall ALWAYS be rounded <u>up</u> to the next tenth. You 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.

3.7.2. Ground School Tuition. Ground school tuition (full or the portion not covered by tuition assistance) must be paid no later than the first class meeting.

3.7.3. Ground School Tuition Refund. When a student is unable to complete a ground school due to involuntary absence from Eglin AFB, he shall be enrolled in the next scheduled ground school at no additional cost to the student. A member who drops out of ground school during the first week of classes may receive a refund of tuition paid; however, books and other materials are non-returnable/refundable. If a student wishes to withdraw from a ground school, he is entitled to a refund of a portion of the

ground school fee. Upon written request, refunds will be granted according to the following schedule:

Prior to first class: 100%

After class starts but prior to end of 4th class: 50%

After end of 4th class: 0%

NOTE: As of the date of this manual Tuition Assistance is not available for ground school.

3.7.4. 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.

3.7.5. 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.

3.7.6. Increase in Seat Insurance. In order to provide the lowest possible aircraft rental price to members, the number of insured seats on selected aircraft has been reduced. The manager performs a semiannual analysis of seat requirements to determine which aircraft will be operated with reduced seating. The number of insured seats for each aircraft is specified on the operations status board. If members desire to rent an aircraft with more seats than currently insured (normally four), he/she must pay the full amount of the additional seat insurance for the minimum time period required by HQ AFSVA for insurance change (30) days. The manager will ensure the membership is aware of the change in insured seats so others may take advantage of the increase in seats. All members taking advantage of the increase in insured seats are not required to share the minimum period rate increase.

3.7.7. 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 suggest retail. A 10% restocking fee will be deducted on all items returned for credit provided the items are in their original condition and accompanied by a receipt. Items not accompanied by the original receipt/not in a re-sellable condition, will not be accepted.

3.7.8. Special Orders. The activity accepts special orders for items not normally stocked. A 50% deposit is required for all special orders on items the activity does not normally stock. There is no refund on special orders.

3.8. GROUNDING.

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

3.8.2. Failure to maintain currency.

3.8.3. Delinquent payment of dues or other amounts due.

3.8.4. Until completion of an incident investigation.

3.8.5. Failure to attend safety meetings IAW AFI 34-117.

3.8.6. Failure to comply with or violations of AFI 34-117, FARs or this SOP.

3.8.7. Unsafe or careless actions in/around aircraft.

3.8.8. Grounding Authority. The manager, chief or assistant chief pilot, any instructor or Dispatcher of the Eglin AFB Aero Club has the responsibility and authority (reference AFI 34-117) to stop any Eglin AFB Aero Club pilot from flying when in his judgment flying safety has been or may be compromised. The duration of the suspension will be predicated upon the manager's assessment of the incident. Authority to suspend flying privileges is delegated to the chief flight instructor, assistant chief flight instructor, clearing authorities. 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. Permanent suspension recommendation will be forwarded through the 96 Force Support Squadron Commander to the Installation Commander for decision and signature IAW AFI 34-117 para 1.3.10.6.

3.8.9. 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 Eglin AFB 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.

4. PILOT CURRENCY.

4.1. RECURRENCE CHECKS.

4.1.1. 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 recurrence check for that make and model aircraft and retake the closed book test. Pilots with less than 100 hours in a complex or high performance aircraft shall have accomplished three takeoffs and landings 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 Instrument Flight Rules (IFR) Flight Plan, nor fly IFR in an Aero Club Aircraft).

4.1.2. Pilots with Less Than 200 Hours Total Time. To act as PIC, pilots with less than 200 pilot hours shall have accomplished three takeoffs and landings within the preceding 60 days in each make and model aircraft they wish to fly.

4.1.3. Pilots with More Than 200 Hours Total Time. Pilots with 200 pilot hours or more shall have accomplished three takeoffs and landings in the preceding 90 days in each category and class aircraft they wish to fly.

4.1.4. Regain Day or Night Currency. Pilots shall fly and receive an appropriate

logbook endorsement from an 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.

4.1.5. Regain IFR Currency. Pilots shall fly and complete necessary requirements and receive an appropriate logbook endorsement from an aero club instructor to regain IFR currency.

4.1.6. 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.

4.1.7. Mountain Flying. Pilots will not fly over mountainous terrain as designated in the Aeronautical Information Manual (AIM) and/or other appropriate FAA Publications until they have passed the Mountain Flying written test. An instructor will grade the Mountain Test and Correct to 100. The Dispatcher will post the test in the member's record and enter successful completion of the Mountain Test in the ADP.

4.1.8. Flight Checks. Flight checks shall include all items listed in the HQ AFSVA Instructor Standardization Guide and satisfactory completion will be documented on the AF Form 654 and 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 Visual Flight Rules (VFR) local area check

Initial/annual instrument flight check for members desiring IFR privileges

Initial/annual flight check in most complex aircraft in which pilot maintains currency

4.2. KNOWLEDGE EXAMINATIONS.

4.2.1. Written Test. Prior to acting as PIC in an aero club aircraft, pilots must satisfactorily complete the required written tests.

4.2.2. Minimum-Passing Grade. The minimum-passing grade for any knowledge examination is 80% raw score corrected to 100% by a CFI/CGIA instructor 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.

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

4.3. TRAINING RESPONSIBILITY.

4.3.1. 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 the contract flight and ground instructor cadre.

4.4. CREW REST.

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

5. LOCAL FLYING AREA AND OPERATIONAL RESTRICTIONS.

5.1. LOCAL FLYING.

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

5.1.2. Local VFR Flight Plans. Local VFR means the aircraft will not land at any airport outside the 50NM radius of EGLIN AFB. Local VFR flight plans may be called in via phone or faxed to Eglin Base Operations. If a flight is to terminate at an airport within the 50nm radius (does not include touch-and-go), a cross country flight plan must be filed. 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.

5.1.3. Eglin Airspace. Eglin airspace is defined in AACI 11-201 and 14CFR93. General VFR operation is described in notes found on the New Orleans sectional chart. Eglin AFB Aero Club members will be knowledgeable of and comply with Eglin AFB Aero Club procedures and practice areas specified in AACJ 11-201. 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 form Eglin Approach Control. The appropriate approach controller to contact for VFR operation is "Eglin VFR Advisory." Pensacola Approach Control or Jacksonville Center normally assumes control of the airspace when Eglin Approach Control is not open, (during holidays, nights and weekends.)

5.2. TRAINING AREAS

5.2.1. 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 6 NM East of Bob Sikes Airport to Highway 90. Altitudes are from the surface to 6,000 MSL.

5.2.1.1. *Ingress and Egress Procedures for the North Practice Area.* After departure and upon reaching Field 2 and getting clearance through the N/S corridor, turn to a heading of 360 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 or approach prior to entering the N/S corridor. Enter on an appropriate heading or as assigned by ATC.

5.2.2. 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 water to land shall be observed.

5.2.2.1. *Ingress and Egress Procedures for the East Practice Area.* To enter the east practice area, fly to Shirks Point then to White Point then fly until reaching the first point of land jutting out into the bay east of Mid Bay Bridge. This brings you into the practice area at its western edge. Of course, if ATC directs otherwise, comply.

5.2.3. Minimum Altitude. Minimum altitude for all air work is 1,500 ft above ground level (AGL) except when practicing ground reference maneuvers in the approved practice areas and then the minimum altitude is 600 ft AGL.

5.2.4. Maneuvers. Maneuvers will not be practiced in the vicinity of an airport. All local air work training should be in one of the designated practice areas.

5.3. EGLIN DEPARTURES.

5.3.1. 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.

5.3.2. Departing Class D. When departing Class D airspace in the Eglin complex on a VFR flight plan, VFR Advisory will be contacted. At the discretion of Eglin Tower, flights may be cleared direct to Duke Tower or Destin-Ft Walton Beach Airport without contacting Eglin VFR Advisory.

5.4. EGLIN ARRIVALS.

5.4.1. All arrivals to Eglin AFB will be coordinated and controlled by Eglin Approach Control. VFR aircraft will contact Eglin VFR Advisory prior to entering special use airspace or departing local airports, assigned restricted airspace or practice airspace for return to Eglin AFB IAW Special FAR Part 93 (14CFR93).

5.5. TOUCH-AND-GO/STOP-AND-GO OPERATIONS.

5.5.1. 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 by student pilots at non-towered airports.

5.6. TRAFFIC PATTERN-EGLIN AFB.

5.6.1. VFR Traffic Patterns. The VFR traffic pattern at Eglin AFB is 1100 ft. MSL. Traffic Pattern Flow is: Runways 01/12 is right traffic Runways 30/19 is left traffic.

5.6.2. Except for considerations of weather and/or wind conditions or runway closure all

Eglin AFB Aero Club aircraft will use runway 01/19 during normal duty hours and other periods of Air Force operational activity.

5.6.3. Apex Traffic Pattern Restrictions. An apex violation occurs when the flight path of an 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 300' 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 ½ to ¾ miles from the approach end of RWY 01. A straight out departure may also be requested prior to taking the active for take-off.

5.6.4. 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 Instruction11-201, 4.43.1 unless Eglin Tower approves otherwise.

5.6.5. 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).

5.6.6. Runway 19 Departures. When departing runway 19, turnout will be 300 feet 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.

5.6.7. When departing other runways at Eglin AFB, turn out will be initiated upon attaining 400 ft AGL 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.

5.6.8. Arresting Cables. To avoid potential damage to 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.

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

5.6.10. 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.

5.6.11. 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.

5.7. CROSS-COUNTRY.

5.7.1. Cross-Country Request. Cross-country flight requests shall be approved by the manager, chief flight instructor or assistant chief flight instructor at least 24 hours in advance on aero club Letter Form 22**, Eglin AFB Aero Club Cross Country Request**. The request form must contain round-trip, Eglin to Eglin planning data and shall indicate the name of the landing destination/s 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 Airport Facilities Directory. If a member intends to fly above 10,000 feet 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.**

5.7.2. 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 PTO. 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 AFB 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 or instrument student on a cross-country flight conducted under his/her commercial/instrument pilot training curriculum.

5.7.3. DD Form 175, Cross-Country Flight Plan. When departing Eglin AFB, a copy of each flight plan (DD Form 175) must be left with the Eglin Aero Club dispatcher. Flight plans will be kept on file at the Eglin AFB Aero Club for 30 days. The pilot shall indicate in the remarks section of the DD Form 175 flight plan any areas where the flight shall be conducted and any airport at which landings are planned. Members shall not approve their own DD Form 175 Flight Plans. All flights outside the local area will be conducted under an FAA Flight Plan.

5.7.4. Cross-Country and IFR Flight Plans. Cross-country flights include all VFR cross country flights that depart the 50 NM radius around Eglin AFB. A cross-country request (except for same day instructional cross-country flights) must be submitted in advance and approved by the chief flight instructor, assistant chief flight instructor or manager. Written evidence of a weather briefing must be presented to the dispatcher prior to an IFR or cross-country flight. Scheduled departures from Eglin AFB during closure of the Eglin AFB Aero Club may be released up to 12 hours in advance of the proposed departure time provided the pilot receives a weather briefing not later than 2 hours prior to proposed departure time and attaches a copy of the briefing to the flight plan filed at Eglin Base Operations. Filing Cross Country Flight Plans. Cross country

flight plans (DD Form 175) may be filed via fax or in person at Eglin Base Operations. After filing a cross country flight plan via fax, the PIC will call Base Operations to determine if the fax was received, is legible, and does not contain any errors. Errors may be corrected via this phone call. Cross country flight plans filed in person at Eglin Base Operations will be accomplished in 2 copies and signed by a clearing authority. One copy will be retained at the Eglin AFB Aero Club.

5.7.5. 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.

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

5.7.7. 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.

5.7.8. 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 storage charges resulting there from. 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 the activity in returning a club aircraft left for any reason other than maintenance, or as a result of pilot negligence, shall be paid for by the pilot. The Eglin AFB Aero Club member is responsible for the security of the aircraft when the aircraft is flown to another location.

5.7.9. Allowable Expenses. The member shall be credited for all properly receipted gas and oil purchases made during the trip. These credits are based upon current Eglin AFB Aero Club costs and are subject to change. Allowable credit amounts are posted in the Rates and Charges book located at the dispatch desk. Contact the aircraft Dispatcher or manager for the current reimbursement rate. Federal, state and sales tax should be separated on receipts. Sales tax is not reimbursable and the use of Eglin AFB Aero Club sales tax exemption certificate should be utilized. To obtain credit, receipts should be recorded the day of return and no later than the next day. The pilot must pay for normal tie down charges on cross-country flights. Pilots shall also be charged for expenses incurred by returning aircraft abandoned due to weather. The pilot will be reimbursed the difference between hangar fees and normal tie down fees if the aircraft is hangared due to high winds or other threats of natural origin.

5.8. LIGHTNING.

5.8.1. 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 proceed directly to its designated parking spot. The aircraft should be secured.

5.9. RUNWAY CONDITION READING.

5.9.1. The minimum runway condition reading (RCR) for all Eglin AFB Aero Club operations are 1500. Braking action must be fair or better for runways that are equal to 2000' or the accelerate/stop distance plus 50%, whichever is greater. Braking action for runway lengths greater than the above criteria must be poor or better. No pilot may land on a runway with braking action of nil, except in an emergency.

5.10. SPECIAL VFR.

5.10.1. 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.

5.11. NIGHT FLIGHT

5.11.1. Night PIC. Members are prohibited from acting as PIC of all Eglin AFB 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 (if solo) must be both night and IFR current.

5.11.2. 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.

5.11.3. Lacking Runway Lighting. Operations at airports without runway lighting at night are prohibited.

5.11.4. Night 360 Degree Spirals. The terms "High Key" and "Low Key" Emergency Approach Procedures will not be used during training with the Eglin Aero club. Additionally, the high altitude 360 degree spiraling engine out approach will not be performed during the hours of darkness. This maneuver will only be executed during the hours of day time to reduce the risk of possible spatial disorientation and loss of situational awareness. The only acceptable night time simulated engine out procedure will be performed to a lighted runway, from traffic pattern altitude or 1000 feet AGL (whichever is higher), from abeam the touchdown point with clearing of the engine in each turn of the maneuver.

5.12. WEATHER BRIEFING.

5.12.1. Wx Brief. The PIC shall obtain a weather briefing from an authorized aviation weather source prior to flight. Sources are National Weather Service, FAA Flight Service Stations, commercial aviation weather forecasting services or DUATS. No cross-country flight will be cleared until the pilot presents a hard copy of a weather briefing for his intended flight.

5.12.2. 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:

1. 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.
2. Simulated emergency training is limited to Visual Meteorological Conditions (VMC).
3. Take-offs are prohibited if IFR Landing Minimums do not prevail.
4. Flight into known or Forecast Icing conditions is prohibited.
5. VFR on Top or VRF over the Top is prohibited UNLESS the pilot holds a current instrument rating.
6. 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.

5.12.3. Wind Limit. Aero Club Pilots are restricted from flight when winds exceed 30 Knots, or a crosswind component greater than the aircraft demonstrated crosswind limit. (Crosswind Computation Chart at appendix A).

5.12.3.1. 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.

5.12.4. Crosswind and Weather Limits. The following crosswind and weather limitations apply to all rated pilots (student limits are in 6.8.1 and 6.8.2):

AIRCRAFT	MAXIMUM CROSSWIND COMPONENT
C-172 Skyhawk/T-41A	15 Knots
PA-28-200R	17 Knots
C-310R	19 Knots

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

	DAY CEILING/VISIBILITY	NIGHT CEILING/VISIBILITY
VFR	1500/3	2500/5

IFR	IAW 14CFR91	IAW 14CFR91

5.13. SEATS BELTS.

All occupants of Eglin AFB Aero Club aircraft must wear seat belts, and must use shoulder harnesses if available, for taxi, takeoff and landing. A seat belt 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.

5.14. PIC SEAT ASSIGNMENT.

The PIC must occupy the left front seat or the appropriate tandem seat of the aircraft except that contract CFIs when acting as PIC may occupy the left, right or tandem seat as appropriate to the flight being made.

5.15. USE OF CHECKLISTS.

All Eglin AFB Aero Club aircraft checklists shall be used for all phases of flight and ground operations.

5.16. FAILURE TO PROPERLY SECURE THE AIRPLANE.

Failure to properly secure the airplane at the conclusion of the flight will result in loss of flying privileges until re-training is accomplished.

5.17. 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. The presumption is that the last person's name to have checked out the aircraft prior to discovery of the dead battery did not complete the checklist. It is Aero Club policy to leave the switch for the rotating beacon in the on position. If a member sees a rotating beacon flashing on an unattended aircraft turn off the master switch and notify administrative personnel. Failure to secure the master switch resulting in a discharged battery necessitating maintenance action to recharge the 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 charge. Failure to pay the assessment will result in loss of flying privileges.

5.18. PASSENGERS.

5.18.1. 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 seat belts, 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.

5.18.2. Training Flights. Passengers will not be carried aboard Eglin AFB Aero Club aircraft during training flights, qualification check flights, maintenance test flights or any other instructional flight. However, the chief flight instructor or manager may authorize passengers on training flights when an instructor is occupying one of the pilot positions.

5.18.3. Loading/Off-Loading. The aircraft engine(s) will be shut down when enplaning or deplaning passengers.

5.19. MINIMUM ALTITUDE.

Flight below 1000 feet AGL except during landing and takeoff is prohibited. Simulated engine failures 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. Minimum altitude over congested areas of a city, town or settlement will be 1,000 feet above the highest obstacle within a horizontal radius of 2,000 feet.

5.20. ALCOHOLIC BEVERAGES AND DRUGS.

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

5.21. 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.**

5.22. SMOKING.

There will be NO SMOKING within 50 feet of parked aircraft, within 100 feet of fueling areas and NO SMOKING IN THE AIRCRAFT or EGLIN AFB AERO CLUB FACILITIES.

5.23. FUELING.

5.23.1. No fueling will 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 individual's shoulder.

5.23.2. If the aircraft is not refueled after a flight, notify the Dispatcher, the member will NOT enter a write-up in the aircraft maintenance form (AFTO Form 781A). If no SOF is available notate on the status board "aircraft not refueled," annotate the amount of hours flown and the reason for not fueling, i.e., lightening, heavy rain, succeeding pilot request, etc., Ensure a RED "Not Refueled" card is put in the aircraft book. If the aircraft is not refueled other than the aforementioned reasons, the person leaving it less than full will be charged the Hobbs time taken to taxi to the pump plus an additional $25. This is non-negotiable.

5.24. DEFUELING.

Eglin AFB 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, 1) schedule the proper aircraft, or 2) 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.

5.25. STARTING AND TAXIING EGLIN AFB AERO CLUB AIRCRAFT.

Aircraft will not be started in the Parking spot. Aircraft will be moved forward to a least the Blacked out taxi line or 20 feet wingtip to wingtip clearance. DO NOT START THE AIRCRAFT ON OR NEAR THE DRIP MAT. Aircraft will not be hand-propped for starting. Members shall contact a club official if unable to start an aircraft. The normal starting sequence for complex aircraft is to crank for 15 seconds maximum and if no start, to rest one minute then 15 more seconds cranking and another minute rest. If the third 15-second crank is unsuccessful, seek maintenance assistance. Complete starting procedures are published in the form of an approved checklist for each type 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.

5.26. 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 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.

5.27. CLEARING AUTHORITY AND CLEARANCE PROCEDURES.

5.27.1. 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 AFB Aero Club flying. Clearing Officials may temporarily ground any Eglin AFB Aero Club pilot who violates military directives, FARs, this SOP or operates an Eglin AFB Aero Club aircraft in an unsafe manner. IFR Flights Clearing. The ADP is the primary IFR clearing authority for the Eglin Aero Club. In the event of an ADP malfunction IFR flights may be cleared by an IFR rated clearing authority.

5.27.2. Student Pilot. An instructor who is familiar with the student's abilities must clear student pilots. Familiarity for the purpose of acting as clearing authority may be gained through an oral briefing. For solo cross-country flight, a student pilot's flight plan (DD Form 175) will be signed in the clearing block by the instructor and then faxed or filed in person at Base Operations. The student's instructor will maintain overall supervision of the student's flight progress.

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

5.28. LOST COMMUNICATIONS 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 Destin or Bob Sikes (Crestview) and contact the Eglin AFB Aero Club at 850-882-5148 for instructions. After hours call emergency number in check list. 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.

5.29. UNSCHEDULED LANDINGS.

5.29.1. Divert - Local. If an aircraft is forced to divert in the local area, the pilot will choose the divert based on his or her 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.

5.29.2. 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 check list. Under no circumstances shall a pilot resume the flight without specific approval from the manager or chief flight instructor or Assistant Chief Flight Instructor.

5.30. WEATHER RECALL AND AIRCRAFT EVACUATION PROCEDURES.

5.30.1. Recall. The manager, chief flight instructor, or SOF on duty will order a recall through Eglin ATC agencies of all Eglin AFB 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 and Bob Sikes Unicom. Aircraft will be directed to land at the nearest practical airport and contact the Aero Club.

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

5.30.3. Evacuation. No evacuation need be considered for Force 4 or below hurricanes. Evacuation would only be considered when forecast weather exceeds Force 4 or hangar space is not available. Hangaring the aircraft is the preferred protection measure for thunderstorm, Force 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 hangared 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.

6. STUDENT PILOT PROCEDURES.

6.1. 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.

6.2. TRAINING PROGRAMS.

Pilot training shall be in the form of regularly scheduled classes 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 AFI 34-117. 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 14CFR141 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 14CFR141 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 141 curriculum.

6.3. CHECKOUT AND CURRENCY.

6.3.1. 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 AFI 34-117. Student pilot written test requirements (stage tests) will be in accordance with the training program.

6.3.2. 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 prior to their first solo flight.

6.3.3. 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 FAA test prior to their first solo cross-country flight.

6.3.4. 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.

6.4. SOLO STUDENT LIMITATIONS.

6.4.1. Touch and Go. Solo student pilots will not perform touch-and-go landings.

6.4.2. 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.

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

6.4.4. Simulated Forced Landings. Solo student pilots will not conduct simulated forced landings.

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

6.4.6. 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 AACI 11-201. 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: Eglin AFB, Duke Field, Bob Sikes Airport and Destin Airport, and Defuniak Springs Airport.

6.5. STUDENTS CROSS-COUNTRY TRAINING.

6.5.1. 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.

6.5.2. Initial Solo XC. 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.

6.5.3. 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 60 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 60 minutes before sunset and call the Eglin Aero Club for guidance. Weather for the duration of cross-country plus one (1) our 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).

6.6. CFR PART 141 REQUIREMENTS.

6.6.1. Enrollment. Each student enrolled in an FAA-approved flying course of training shall receive a dated certificate of enrollment with the name of the course in which he/she is enrolled. A current Class III or higher medical certificate is required before beginning the course. The Veterans Administration requires higher medical certificates for VA approved training.

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

6.6.3. 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.

6.7. RETRACTABLE GEAR AIRCRAFT CHECKOUT.

6.7.1. Complex Aircraft Syllabus. The published ground and flight curriculum will be used during checkout training in retractable gear aircraft. This documentation will be filed in the pilot's training folder behind AF Form 1584 and will use the grading criteria prescribed in AFI 34-117.

6.7.2. Contract CFI's. The chief flight instructor or assistant chief flight instructor shall accomplish all contract flight instructor upgrades in retractable gear aircraft.

6.8. WIND LIMITATIONS/WEATHER MINIMUMS.

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

6.8.2. Student Pilot.

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

6.9. PRE-SOLO MANEUVERS.

Refer to Syllabus.

6.10. STUDENT PRE-SOLO CHECKLIST.

Refer to Syllabus.

6.11. 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:

6.11.1. Logbook. Logbook Instructor shall endorsement for Initial Cross Country Flight and the Instructor shall endorse for each flight.

6.11.2. Pilot Certificate. The pilot certificate shall be endorsed for cross-country.

6.11.3. Training Folder. The training folder shall be signed off for each flight.

6.11.4. Membership Folder. The membership folder call contain: AF Form 1452, Copy of the endorsed student pilot certificate and the pre-solo cross-country test, signed, graded and corrected to 100%.

6.11.5. Documents in Possession. Documents in possession shall be the Logbook and the Student Pilot License/Medical Certificate.

7. SAFETY.

7.1. RESPONSIBILITIES.

The Eglin AFB Aero Club Safety Officer will be appointed by the manager and perform the duties outlined in AFI 34-117. His/her primary duty is to conduct an aggressive accident prevention program. The safety officer will also conduct safety inspections for the Eglin AFB Aero Club and will act as the liaison between the Eglin AFB Aero Club and other agencies on matters concerning safety. The safety officer is also responsible for ensuring the minutes of the safety meeting are made available to the general membership within five working days of the safety meeting.

7.2. GENERAL.

7.2.1. 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.

7.2.2. 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. Pilots should try to wear clothing that provides a minimal degree of skin protection. Shorts are discouraged. Sandals or flip flops are prohibited for the pilot.

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

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

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

7.2.3.3. 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.

7.2.4. Mishap Reporting. The safety officer will coordinate with the base flying safety officer to report mishaps IAW Air Force directives and NTSB Part 830.

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

7.2.6. Between the Eglin AFB Aero Club ramp and the Skyhawk Ramp is an active Taxiway. Eglin AFB Aero Club members, dependents and guests are allowed only on the Aero Club or Skyhawk ramp. Walking across Taxiway T to or from the Skyhawk Ramp or Aero Club Ramp by dependents or guests is prohibited.

7.2.7. Any member desiring to operate the Tug must have received a checkout from the Aero Club Staff or a Flight Instructor.

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

7.2.9. Ensure tow bars are removed after parking aircraft and tail tie downs are secured. Ensure Tow bars and tail tie downs are removed before moving aircraft.

7.2.10. Pedestrian traffic on the ramp must walk behind aircraft rows, never in front of a parked aircraft.

7.2.11. 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.

Note: Any member entering or exiting a shelter with an aircraft shall have a wing walker to ensure proper wingtip clearance.

7.2.12. Flightline Operation Rules. Operations of the tug beyond the Skyhawk ramp (Aero Club Ramp or Prior to Taxiway Tango) requires a flight line driver's license.

8. MAINTENANCE PROCEDURES.

8.1. AIRCRAFT DISCREPANCIES AND WRITE-OFFS.

8.1.1. Records Daily Management.

8.1.2. Status Board. The Maintenance Staff and SOFs will maintain the Status Board on a daily basis to include posting of Hobbs Meter and Tachometer times.

8.1.3. Discrepancies. Individual Club members will write up any noted discrepancy or unusual event they may find or experience during pre-flight, in-flight or post-flight activities.

8.1.4. 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.

8.1.5. Grounding. In the event that an aircraft is grounded, the flight log and keys will

be placed in the maintenance box located in the Eglin Aero Club to preclude inadvertent scheduling and flight of that aircraft.

8.2. MAINTENANCE PRIORITIES.

8.2.1. Review daily aircraft discrepancy write-ups.

8.2.2. Review required maintenance such as hourly inspections.

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

8.3. OFF-STATION MAINTENANCE.

8.3.1. 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. If the repairs are minor, the member may pay for the repairs, and turn in the receipts for reimbursement or adjustment of the bill

NOTE: Reimbursement will be at weekly shop rates not at emergency or weekend rates.

8.3.2. Major MX. If major maintenance is required (greater than $150.00), call the Club Manager, for guidance.

8.3.3. 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, he/she shall return at his/her 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. Members are authorized to expend up to $150.00 on necessary maintenance in order to return to home base. A detailed receipt for parts and labor must be supplied and the manager cautions members that such expenditures are subject to scrutiny. Where doubt exists as to proper course of action, or for repairs estimated to cost more than $150.00, the manager of the Eglin AFB Aero Club must be contacted. Such telephone calls shall be made to 850-882-5148. The qualified mechanic performing the work shall provide appropriate endorsements to be attached to aircraft or engine logbook upon return. Sales tax is not reimbursable—use exemption certificate located in the aircraft dispatch book.

8.4. GENERAL MAINTENANCE DISCREPANCIES.

8.4.1. 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 (.7 Hobbs Max) are not.

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

8.4.3. MX Sign-Offs. Maintenance personnel will take the necessary action and complete AC Write Up Form. If a discrepancy is determined to be non-critical to the safety of flight a red slash will be placed (only by maintenance personnel) in the

appropriate box on the AC Write Up Form and the status board and the aircraft may continue to be flown. If a discrepancy grounds the aircraft, the discrepancy will be marked with a red X in the appropriate box of 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 Form will be IAW FAA Regulations. Once the aircraft is airworthy, the binder and keys will be returned to operations.

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

8.4.5. 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 the Aircraft Dispatcher, 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.

8.5. OVERFLYING INSPECTIONS.

8.5.1. **Under no circumstances** will Eglin AFB 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.

8.5.2. Inspection Schedule. The aircraft dispatch book contains the information necessary for the pilot in command to determine the time remaining to the next required inspection. The dispatch book contains flight log where member's name, number, Hobbs time, TACH time, fuel and oil are entered for each flight. Immediately following the flight log is the maintenance status sheet. The Dispatch book contains the TACH time/date of the last oil change, annual and 50/100-hour inspection, transponder, static system, and ELT battery check, and when the next inspections is due, as well as any inspection required by an airworthiness directive. 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.

8.5.3. Inspection Terminations. Members must terminate their flight and shut down back at Eglin PRIOR to reaching the 100 hour time in service point (50 hour time in service for those aircraft with engines operating over TBO) or expiration of annual inspection. The FARs allows aircraft to exceed the 100-hour point only "while enroute to reach a place where the inspection can be done". Aircraft may therefore depart an airfield at which no inspection capability exists to fly to an airport at which the inspection can be performed. This does not allow for an aircraft to depart Eglin AFB and over fly the 100 hour inspection.

8.6. GROUNDING AIRCRAFT.

8.6.1. 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 book 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 Section 10.2). Any aircraft that is grounded shall have a red X place in 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 Flight Schedule Pro. 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.

8.6.2. Return to Service. Once the aircraft is airworthy, the binder and keys will be returned to operations.

8.6.3. 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 in ***EAC Write up Form*** in the aircraft dispatch book. 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.

9. FLIGHT INSTRUCTOR AND PIC RESPONSIBILITIES.

9.1. CONTRACTED FLIGHT INSTRUCTOR RESPONSIBILITIES.

9.1.1. Authorized Flight Instructors. Only FAA certificated flight instructors contracted as Eglin AFB Aero Club instructors may give instruction in Eglin AFB Aero Club aircraft.

9.1.2. Instructor Responsibilities and Duties. Instructor responsibilities and duties are outlined in their contract, AFI 34-117, FARs, TCO's and in this SOP and other Eglin AFB 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.

9.1.3. 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 AFB Aero Club procedures are performed throughout the flight.

9.1.4. CFI Currency. Contract CFIs will make THREE takeoffs and landings in the preceding 90 days in each category and class aircraft, and 3 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 AFB 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.

9.1.5. 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 a Aircraft Dispatcher is not readily available.

9.2. PILOT IN COMMAND RESPONSIBILITIES.

9.2.1. 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.

9.2.2. Passenger's Off-Station. If picking up passengers off station, the PIC will ensure all passengers complete an AF Form 1585, and will fax or mail the completed forms to the aero club prior to the flight. Executed forms shall not be carried onboard the aircraft. AF Forms 1585 must be re-executed every twelve months.

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

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

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

9.2.5. Eglin AFB Aero Club Instructor.

9.2.6. Enrolled students under instructor supervision.

9.2.7. Pilots employed by the Eglin AFB Aero Club for specific tasks.

9.2.8. Mechanics (with the appropriate certificates and ratings) employed by Eglin AFB Aero Club which have been approved by the Chief Pilot

9.2.9. Aero Club Members who hold at least a Private Pilot Certificate, Current medical certificate, who have successfully completed an aircraft checkout.

9.2.10. Members possessing only a Recreational Pilot Certificate shall not act as PIC.

10. EMERGENCIES AND OTHER CRITICAL INFORMATION.

10.1. EMERGENCY RESPONSE AND MANAGEMENT.

10.1.1. 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.

10.2. EMERGENCY TELEPHONE NUMBERS.

NOTE: Use cell #s for emergency purposes only as they cost the owner calling fees in some cases.

EGLIN AFB AERO CLUB
(850) 882-5148
(850) 678-9644

EGLIN AFB BASE OPERATIONS
(850) 882-5313

AERO CLUB MANAGER
Donald Riedel
Home: Contact Base Ops
(850) 699-2605 (cell)

AERO CLUB DESIGNATED EXAMINER
Bob Burnet
Home: Contact Base Ops
Work: (850) 585-7040

AERO CLUB CHIEF PILOT
Tom Ayers
Home: Contact Base Ops
Office: (850) 225-7296

10.3. GROUND SAFETY.

10.3.1. Common Sense. Club members must take a common sense approach to safety while simultaneously getting involved in the safe operation of the Eglin Aero Club.

10.3.2. Aircraft Keys. Keys will not be placed in the aircraft ignition until aircraft is ready to be started.

10.3.3. 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.

11. EGLIN AFB MID AIR COLLISION AVOIDANCE PROGRAM (MACA).

11.1. GENERAL INFORMATION.

11.1.1. MACA Program. The Aero Club maintains a current copy of the Mid-Air collision Avoidance (MACA) Program Pamphlet. It can also be found on line at or www.okalossacountyairports.com/air_airports.html or www.co.okalossa.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 web site. This comprehensive guide will provide a wealth of information concerning the mid-air threats in the local area.

11.2. LOW-LEVEL ROUTES (AIM EXCERPTS).

11.2.1. Military aircraft conduct low altitude, high speed training at or below 1,500 feet above the surface and in excess of 400 knots indicated airspeed.

11.2.2. There are two types of Military Training Routes (MTR) that exist, visual routes (VR) and instrument routes (IR). Operations both VFR and IFR are generally contained within five nautical miles on either side of the centerline. When the weather is at least 1,500 feet and visibility three miles, aircraft may operate anywhere between the altitude published on the IR route charts and the surface while in the confines of the low-level route or the maneuver area. Military Training Routes with 4 digits (IR 1074, VR 1207) are at or below 1500 AGL. Routes that include one or more segments above 1,500 AGL are identified by 3 number characters (IR 206, VR 207).

11.2.3. Flights are conducted during times specified for each route. The current operational status of a particular route is obtained by calling a Flight Service Station (FSS) near the route. Know where the routes are. Military training routes are shown (course line only) on Federal Aviation Administration (FAA) sectional charts.

11.3. TRAFFIC ADVISORIES.

11.3.1. Traffic advisories are a service provided by Air Traffic Control, which advise pilots of IFR, and known VFR traffic in their area. This service in no way relieves the pilots of their responsibility to see and avoid.

11.3.2. Information on VFR traffic not in radio contact with ATC or not observed on radar cannot be issued. You are strongly encouraged to use traffic advisory service. Once in radio contact, the ATC agency can obtain information on aircraft position, altitude, and direction of flight. This information is not only used to keep you clear of traffic, but to help keep traffic clear of you.

11.3.3. Eglin Approach Control can provide VFR traffic advisories within their area of control. Traffic advisories are given on a workload-permitting basis. Occasionally, traffic volume and controller workload may preclude aircraft from receiving traffic advisories. The controller will issue the current altimeter setting and instructions to maintain VFR. In this case, it’s an excellent idea to continue monitoring approach frequencies to get an idea of the location of the traffic under Eglin's Approach's control.

11.3.4. Prior to entering or transitioning the Eglin Class D surface area, every VFR aircraft must establish two-way radio communication with Eglin Tower (118.2) and obtain approval to enter the airspace. Aircraft are normally issued traffic advisories to avoid inbound or departing traffic.

11.4. WAKE TURBULENCE.

11.4.1. All aircraft generate wake turbulence while in fight. Originally believed to be "prop wash," it was discovered to be a pair of counter rotating vortices trailing from the wing tips. Turbulence generated within the vortices can damage aircraft

components and equipment if encountered at close range. The pilot must learn to envision the location of the vortex wake generated by a large aircraft and adjust his flight path accordingly.

11.4.2. The strength of the vortex is governed primarily by the weight, speed and shape of the wing of the generating aircraft the basic factor is weight, and the vortex strength increases with increases in weight and span loading. The greatest vortex strength occurs when the generating aircraft is HEAVY-CLEAN-AND-SLOW.

11.4.3. A serious wake encounter could result in structural damage; however, the primary hazard is loss of control because of induced roll. Aircraft intentionally flown directly up the core of a vortex during flight test tended to roll with that vortex.

11.4.4. Trailing vortex wakes have certain characteristics, which a pilot can use in visualizing the locations and avoiding it. Vortex generation starts with rotation when the nose wheel lifts off and ends when the nose wheel touches down on landing. Pilots should plan to land beyond the touchdown point, and rotate prior to the rotation point of the preceding aircraft.

11.4.5. Vortex circulation is outward, upward, and around the wing tip when viewed from either ahead or behind the aircraft. The vortices stay close together (about 3/4 of the span) until dissipation.

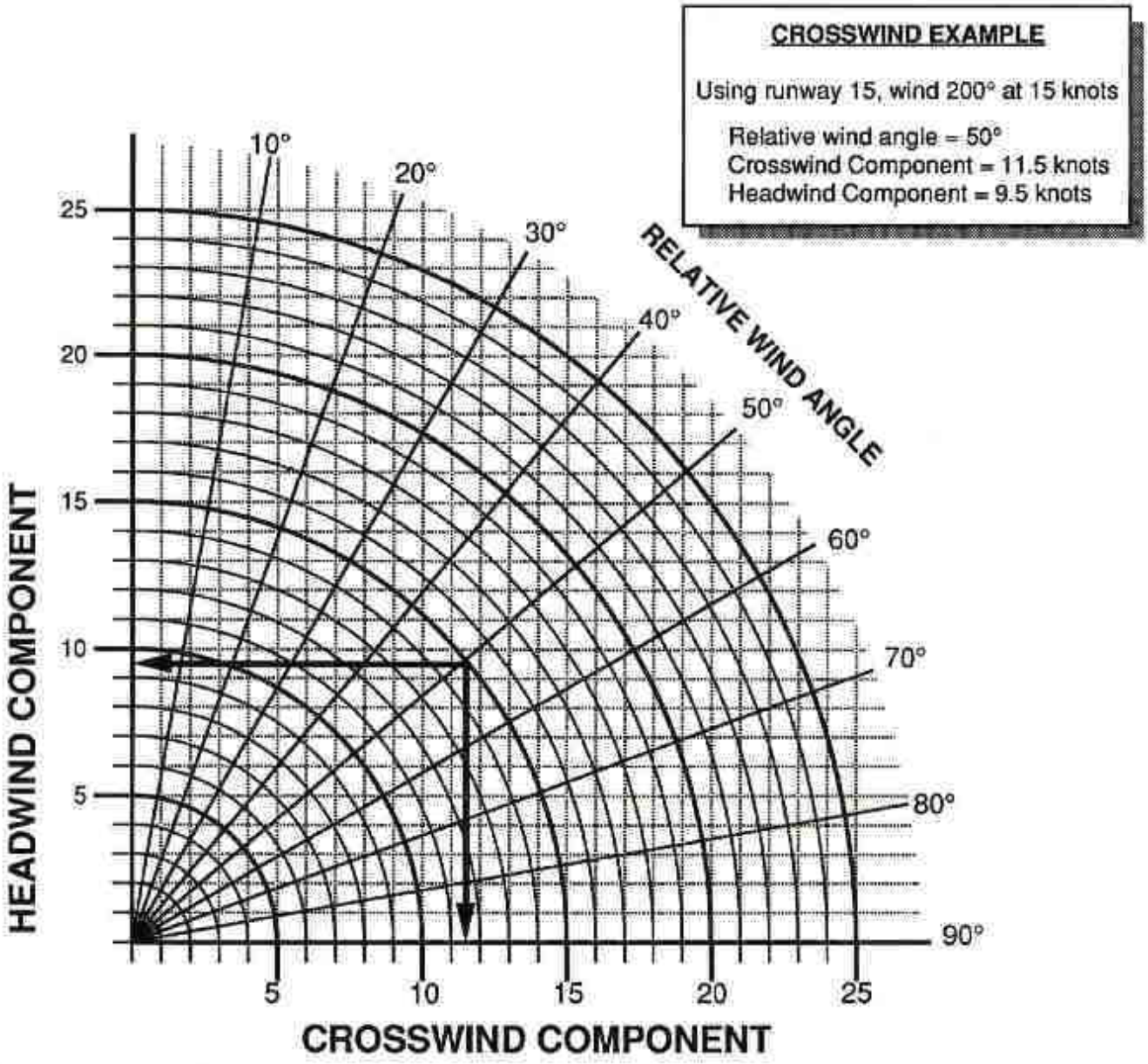
11.4.6. Flight tests have shown vortices from heavy jets start to sink immediately at about 400 to 500 feet per minute. They tend to level off about 800 to 900 feet below the generator's flight path. Vortex strength diminishes with time and distance behind the generating aircraft Atmospheric turbulence hastens breakup. Residual choppiness remains after vortex breakup as much as 10 miles behind a heavy aircraft flying at slow to moderate speed.

11.4.7. When the vortex sinks into the ground effect, they tend to move outward over the ground at a speed of about 5 knots. A crosswind component will decrease the lateral movement of the upwind vortex and increase the movement of the downwind vortex. This may result in the upwind vortex remaining in the touchdown zone to hasten the drift of the downwind vortex toward a parallel runway. Similarly, a tail wind condition can move vortices of the preceding aircraft forward into the touchdown zone.

11.4.8. Avoid encounters below and behind the generating aircraft, especially at low altitude where even a momentary wake encounter could be hazardous. If a heavy jet is observed above you on the same track (same or opposite direction) adjust your position laterally, preferably upwind.

12. APPENDIX A

CROSSWIND COMPUTATION CHART



13. APPENDIX B

EGLIN AFB AERO CLUB NEW MEMBER ORIENTATION CHECKLIST

PURPOSE: This checklist will be accomplished prior to first training or checkout flight.
Section 1:
_____Air Force Instruction 34-117.
_____Eglin Aero Club SOP reviewed.
_____Aircraft rental rates.
_____Instructor rates.
_____Aircraft scheduling (computer)
_____Aircraft currency and dispatch.
_____Cancellation policies.
_____Club access/security.
_____Covenants not to sue, AF Form 1585 complete.
_____Covenants for passengers.
_____Safety meeting attendance/makeup.
_____Watch latest safety video.
_____Membership application complete.
_____Account/payment procedures.
_____Dues/initiation fee paid.
_____Written exam requirements.
_____Refueling procedures.
_____Safety issues, fire extinguishers, lightning, taxiing on ramp.
_____Oil supply/window cleaning, tie down procedures.
_____VFR arrival/departure procedures.
_____Flight plan requirements: Local, VFR cross country, IFR.
_____Aircraft status, aero club maintenance forms
_____Aircraft books and keys.
_____Weather minimum requirements.
_____Touch and Go/Stop and go policies.
_____Minimum fuel/reserve requirements.
_____Location of maintenance and AD logs.
_____Non-towered airport operations.
_____Pilot Information File (PIF)

I have been briefed and understand the above checklist.
_____/_____
Member Signature/Date

Section II:
_____Open and closed aircraft exams complete.
_____Air Force Standardization Exam complete.
_____Member Folder Complete:

Membership application complete
Copy of ID Card
Pilot certificates and medical
Covenant (Form 1585)
Passport or original birth certificate (for member receiving flight training)
TSA endorsements complete (if required)

I certify that I have completed and briefed this checklist with the member.
_____/_____Instructor Signature/Date