

CHAPTER 1

MEMBERSHIP APPLICATION

Joining the Club:

Membership is open to all eligible personnel in accordance with AFI 134-262. AF Form 1710 Membership Application and Local Form “APPLICATION FOR MEMBERSHIP IN THE TYNDALL AERO CLUB” must be completed to join the club.

...All members must show some government identification to show eligibility and a copy must be on record in the member’s folder.

...All members must sign a Covenant Not to Sue (Form 1585).

...Member, Private and above must have a copy of their license and medical on record in their folder.

...There is an initiation fee of \$35.00. Initiation fee is waived when members present a Letter of Good Standing from another military Aero Club. Additional family members will only pay half dues.

...Potential members must show valid Passport or Birth Certificate in accordance with TSA (Transportation Security Administration) Regulations.

Resigning from the Club:

Resignation must be in writing. The back of the local form has a provision for resigning.

Expulsion from the Club:

The following, with the installation commanders approval, are grounds for expulsion:

Willful misconduct

Drug abuse

Alcohol abuse

MEETINGS

Monthly Safety Meetings:

Monthly safety meetings are mandatory. If you fail to attend you will be denied flying privileges until you review the minutes of the meeting or receive a briefing from the Club Safety Officer or Club Instructor and document on AF Form 654 or equivalent. A member who misses two consecutive meetings without a valid reason shall be denied flying privileges until they attend a safety meeting. A member who misses three consecutive meetings, regardless of the reason, must attend a safety meeting prior to regaining flying privileges. Safety Meetings alternate between the third Tuesday or Wednesday of each month.

SCHEDULING PROCEDURES

Scheduling:

1. All aircraft and instructors will be scheduled on first come, first served basis at the Aero Club operations counter prior to any flight. The aircraft and instructor (if applicable) time shall be marked with a line and the person's name. If the person who has scheduled an aircraft is not at the Aero Club by fifteen minutes past the scheduled time, the aircraft can be released. Cross-country flight requests must be made on the daily log as well as the cross-country request (AF Form 1583); approved by Manager/Chief Pilot only. Cross-country flights IAW training curricula do not need approval by Manager/Chief Pilot. There will be a two-hour per day minimum on all cross-country flights on weekdays, three-hour per day on weekends.
2. Local flights will not be scheduled more than fourteen days in advance. Cross-country requests may be submitted sixty-day in advance but must be confirmed forty-eight hours prior to effective date of reservation.
3. All persons will respect scheduling entries and arrive in sufficient time to perform a proper preflight and planning.
4. No member will hold an aircraft beyond the time scheduled unless arrangements are made with the next scheduled person. Any member causing an aircraft to be grounded due to negligence such as loss of logbooks, keys, or registration papers will be charged at normal rates while the aircraft is grounded.
5. No shows - Members who fail to give adequate notice for not showing for a scheduled flight could result in the following charges:
 - a. \$5.00 for instructors
 - b. \$10.00 for single engine aircraft
 - c. \$20.00 for twin engine aircraft

CHAPTER 2 PILOT CURRENCY

Pilot Currency:

Pilots shall record all applicable currency items in their personal logbook. Computer files are authorized provided they contain all applicable currency information.

Instrument time and approaches flown in other than Aero Club aircraft will count toward their instrument currency.

Pilots shall fly with, and receive an appropriate endorsement from, an instructor to regain any currency.

Currency Requirements may be found in AFMAN 34-232.

CHAPTER 3 OPERATIONAL RESTRICTIONS AND LOCAL AREA PROCEDURES (RESTRICTIONS)

Flight Restrictions:

The following restrictions and requirements apply to all club pilots operating club aircraft.

Weather minimums:

Day VFR minimums are 1,500 foot ceiling and three miles visibility.

Night VFR minimums are 2,500 foot ceiling and five mile visibility.

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.)

Pilots shall comply with maximum crosswind components for each pilot rating posted in the aircraft checklist.

Simulated emergency training is limited to day Visual Meteorological Conditions (VMC).

Night Flight:

The following shall not be performed at night:

Aerobatics

Unusual attitudes, stalls, approach to stalls, or flight at minimum controllable airspeed, except as required by an FAR Part 141 approved syllabus of instruction, with an instructor that is qualified to act as PIC under instrument conditions in the aircraft used for the flight.

Operations at airports without runway lighting.

Visual or non-precision approaches to runways outside the local training area without visual glide path guidance.

Simulated emergency training, to include forced landings, except to lighted runways

Flight outside the local area unless the flight is operated under IFR, or the flight is required to be conducted under VFR by an approved syllabus of instruction and the instructor is qualified to act as PIC under instrument conditions in the aircraft used for the flight.

Local VFR night flight, unless the pilot has logged at least fifty hours as pilot in command and maintains visual contact with an airport approved for night operations or holds a current instrument rating.

Simulated night instrument practice in the local area unless a second pilot, with night currency in the aircraft being flown is onboard as a safety observer and has access to the flight controls.

Passengers:

Pilots shall not allow any passengers to be carried onboard the aircraft unless they have completed and AF Form 1585. (NOTE: Executed forms shall not be carried onboard the aircraft and this form must be re-executed annually.)

A parent or legal guardian shall execute the document on behalf of any person under twenty one years of age. (NOTE: If the individual is an emancipated minor, the sponsoring member shall execute the document.)

Passengers are not authorized during training flights except when approved by the manager or chief flight instructor and an instructor is occupying one of the pilot positions.

Passengers are not authorized during qualification check flights.

Passengers are not authorized during maintenance test flights except for the manager and/or club mechanic when necessary to verify maintenance work.

Simulated emergency procedures are not permitted on any passenger flight except when an instructor occupies a pilot's position and the passengers are students enrolled in the same training course and the Chief Flight Instructor determines the training will benefit all students onboard the aircraft.

Each passenger, two years old or older, shall occupy a seat with an individual seat belt; children under two years old shall occupy a Department of Transportation approved infant seat restrained by an individual seat belt.

Duty Day Restrictions:

Maximum Aero Club duty day is twelve hours for a single pilot or sixteen for two qualified pilots in an aircraft with dual flight controls.

Flight duty day begins when the pilot reports to the Aero Club for the first flight.

Minimum crew rest between duty days is ten hours after eight hours or less of duty time, twelve hours for more than eight hours duty time.

Approved Airports/Runways/Taxi Procedures:

Pilots shall:

Not perform straight-in VFR approaches to uncontrolled airports (NOTE: This does not apply to practice instrument approaches being flown under radar control when the safety pilot is able to simultaneously monitor approach control and the Common Traffic Advisory Frequency (CTAF) and make appropriate position calls on CTAF).

Self-announce pattern position on crosswind, downwind, base, and final leg using the phraseology recommended in the Airmen's Information Manual.

Pilots shall only land at active airports listed in National Oceanic and Atmospheric Administration (NOAA) or DoD flight information publications, or those designated by the installation commander. Aero Club aircraft may not be left at non-towered airports unless an FBO has at least 8' fence and well lighted facility. Aircraft will not be left unattended at airports with no security forces and unlocked entrances. (NOTE: If an emergency or a precautionary landing is made at an unauthorized location, the pilot shall not takeoff without the club manager's approval.)

Not takeoff or land on runways less than 2,000 feet long, or the sum of the aircraft takeoff and landing roll, whichever is greater.

Not takeoff or land on runways less than fifty feet wide.

Overfly (500' Above Ground Level (AGL) minimum) an uncontrolled airfield with unknown runway surface or approach conditions before landing. (**NOTE:** Not applicable to actual instrument approaches.)

Not accomplish takeoff or landing rolls across raised arresting cables and use minimum speed if the aircraft must taxi over arresting cable.

Not taxi within ten feet of an obstacle unless designated taxi lines, suitable for the make and model aircraft being operated, are used.

Not exceed 5 MPH taxi speed in congested areas.

Minimum Altitudes:

Pilots shall:

Not fly below 1,000 feet AGL (2,000 feet in designated mountainous terrain) unless required by specific regulation, airspace restriction, for takeoff or landing, or when accomplishing requirements directed by an approved syllabus of instruction.

Not practice simulated forced landing practice below 500 feet AGL except to approved runways or to areas that allow for an actual landing without damage to the aircraft.

Not conduct aerobatic maneuvers below 2,500 feet AGL.

Not perform stalls, turns over forty-five degrees of bank, slow flight, or unusual attitudes below 1,500 feet AGL in single engine aircraft.

Smoking:

Smoking is prohibited in or within fifty feet of club aircraft.

Formation Flight:

Pilots shall not conduct formation flights.

Fuel Reserves:

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

For flight-planning purposes, the PIC shall calculate fuel consumption using the aircraft or engine manufacturer's data, whichever is greater.

Other Restrictions:

Pilots shall not use club aircraft for towing gliders or sailplanes.

Pilots shall not use club aircraft for parachuting or sky diving.

Club members shall not use club aircraft for commercial purposes.

Pilot shall compute takeoff distances for each flight, check actual aircraft performance against computed data, and abort the takeoff if aircraft performance is inadequate.

Pilots shall not takeoff with snow or frost on the aircraft.

Pilots shall refer to the club provided checklist for all appropriate actions.

Private Aircraft Owners that are parking their aircraft on Tyndall Air Force Base will be clearing authority of their aircraft only. Only those persons who are listed on the registration may fly off of this base in that airplane. In accordance with Government Regulations, No commercial operations may be conducted from this base.

(CLEARING AUTHORITY AND CLEARANCE PROCEDURES)

Clearing Authorities:

Only Tyndall Aero Club Instructors may clear Tyndall Aero Club flights with the exception of a few individuals who fly regular TDY flights, or private owners. These individuals may not clear anyone but themselves.

Clearing Procedures:

Local, Night, Cross-Country, and IFR Flights

Clearing Officials, prior to releasing any flights, must accomplish the following:

Assure weather and winds at time of flight are within limits for the skill level of the pilot concerned and is forecasted to remain that way during the duration of the flight.

a. MAXIMUM HEADWIND	MAXIMUM CROSSWIND
1. CODE A 20K (Students)	10K
2. CODE B 25K (Private Pilot - Less than 200 Hours)	12K
3. CODE C 30K (Comm & Private Pilot - Over 200 Hours)	15K

b. WEATHER DAY VFR - 1500 - 3 Miles

c. NIGHT VFR - 2500 - 5 Miles

d. SAFETY - Check "Safety Meeting Attendance". If two consecutive unexcused meetings have been missed the member is grounded. A member who misses three consecutive meetings, regardless of the reason, is grounded until one is attended. No member may fly dual or solo in Aero Club aircraft without having read the minutes of any unattended meetings (excused or unexcused) and initialed the PIF card accordingly.

e. All temporary PIF's must be read, initialed, and dated.

f. Covenant Not to Sue (Form 1585) must be read, signed, and dated.

If more than two passengers (including PIC) will be on board, a weight and balance will be computed and results will be reviewed by the clearing authority.

781's: Check 781's to ensure aircraft is airworthy. If any write-up should cause the aircraft to be grounded, the clearing authority will red tag the aircraft key (DD Form 1577) and aircraft book.

Check to see that the pilot is current:

a. DAY VFR

1.) Students - No more than ten hours solo or exceed thirty days without a dual proficiency flight. Also, solo and cross-country stage checks must be completed in both FAR 141 and FAR 61 programs. For primary student cross-country flights, be sure you check his/her Student Pilot Certificate to ensure it has been properly endorsed, also check their log book for a ninety day solo endorsement as appropriate to the flight, and be sure the student does not depart cross-country without his logbook. Dual proficiency flight endorsement for student pilots every thirty days in their training record and logbook as follows:

Dual proficiency flight accomplished IAW 34-232, Date, name, certificate number, and expiration date.

Only instructors familiar with the students flying may clear a student for local solo flights.

Students must be airborne by 1000L for their long cross-country flight during Central Standard Time and 1200L during Central Daylight Savings Time. All student solo flights must be terminated by sunset.

2.) Private Pilot - less than 200 hours - three takeoffs and landings within sixty days in each specific make and model aircraft in which current.

- 3.) All Other Pilots - three takeoffs and landings within ninety days, also, they will do three takeoffs and landings within 180 days in each specific type aircraft or otherwise accomplish a recurrency dual training flight before flying as PIC.

b. NIGHT VFR

Three landing to a full stop every ninety days in the category and class aircraft for which currency is maintained. Pilots with less than 200 hours will be required to accomplish night currency every sixty days.

c. INSTRUMENT CURRENCY

IAW FAR Part 61

d. TAKEOFF MINIMUM

Takeoff minimums will be no lower than authorized landing minimums at the departure airport for which the aircraft is operationally capable of flying.

Pilots departing Tyndall on cross-country flights will be reviewed for the following:

- a. Pilot is qualified and prepared to make the trip.
- b. Airports of intended landing and alternates are adequate.
- c. Pilot has not overloaded aircraft and understands weight and balance computations and limitations.
- d. Availability of navigation, communication, and enroute FSS facilities.
- e. Pilot understands passenger restrictions.
Runway lengths are adequate. (Must be at least 2000 feet, or equal to the sum of the aircraft takeoff and landing rolls, whichever is greater. These computations will be based on the actual or forecast conditions for the time of flight.)
- f. Charts are complete and prepared for entire trip, personal equipment is adequate for the proposed flight and flight logs (except for winds, times, and ground speeds) are completed for the entire trip. Minimum enroute altitude will be no lower than 1500 feet AGL.
- g. Fuel reserve will be at least one hour on arrival at destination or alternate, as appropriate.
- i. If cross-country will be in mountainous country, be sure member has read "Tips on Mountain Flying" and be sure a copy is carried on board. PIF card will be signed by member assuring he has read this FAA pamphlet.
- j. Aero Club aircraft flights departing continental limits of the United States must be pre-planned, cleared, and conducted according to the FAA International Flight Manual, USAF Foreign Clearance Guide, and Aero Club operating instructions.

Prior to clearing any IFR flights determine that:

- a. The pilot has had a club instrument check within the past year.bb
- b. The aircraft is equipped with required instrumentation, and instruments and communications - navigation equipment have been checked and calibrated according to FAA regulations, and that appropriate entries have been made in aircraft logs.
- c. Only a CFII may clear instrument flights.

(REQUIREMENTS)

The Tyndall AFB Aero Club SOPs and Pilot's Information File are provided for all members in order for you to properly participate in club flying activities. Each member is responsible for reading and complying with the instructions and procedures herein. No flights will be made by any member as pilot-in-command until PIF currency is achieved. Non compliance with these instructions or procedures through ignorance, omission, or neglect will be cause for grounding and/or expulsion.

The general Aero Club flight rules, organization, and operations are all contained in SOPs, AFM 34-232, and AFI 34-217.

Any questions and recommended changes should be brought to the attention of the manager.

Preflight/Egress/Ingress/Post Flight:

This operating instruction outlines procedures for all Aero Club members.

Prior to every flight all pilots will comply with a preflight inspection of the aircraft in accordance with the aircraft checklist.

The AF Form 781A will be used by all pilots to document aircraft discrepancies. One write-up per block. If any write-up should be cause to ground the aircraft, the keys and aircraft book will be Red Tagged with DD Form 1577. These tags are in the top drawer of the filing cabinet. The aircraft involved will also have a red X placed in the remarks section of the Status Board. Only maintenance personnel, Club Maintenance Officer, or Club Manager may unground an aircraft.

Aero Club aircraft will normally taxi to Taxiway E for runway 31L departure and Taxiway D for runway 13R departure, unless otherwise instructed by ATC. Pilots will ensure safe taxiing distance separation from operating aircraft. Pilots will also be cognizant of jet aircraft's power setting and maintain proper flight control deflection and separation distance to assure safe control of the aircraft.

To help keep all areas clear of potential FOD, please ensure all aircraft engine run-ups are performed in the "Number 1" position. Additionally, aircraft should be angled so minimal debris is blown onto ramps, taxiways, etc.

The initial call to Ground Control will include your desired turnout after departure. No turns will be initiated without tower approval. Student pilots going solo must let tower know they are a student pilot upon initial call up.

When returning to the ramp area, pilots will taxi into a position parallel to the edge of the parking ramp and 90 degrees to the fuel pumps to accomplish the aircraft shutdown procedures. After shutdown, the aircraft should be towed to the fuel pumps for servicing. At the termination of each flight, it will be the responsibility of the pilot to fully service the aircraft with proper grade fuel. Aircraft will be chocked and grounded during all refueling operations.

Refueling:

The pilot shall ground the aircraft prior to fuel servicing operations by bonding the aircraft to the refueling equipment with an approved cable before making any fueling connection to the aircraft. The bond shall be maintained until fueling connections have been removed. When refueling over the wing, the pilot shall touch the filler cap with the nozzle spout before removing the cap. The spout shall be kept in contact with the filler neck until the refueling is completed.

Each pilot will be responsible for installing the gust lock, locking, chocking, grounding, and securely tying down his/her aircraft, unless the next scheduled pilot personally meets the aircraft and accepts further responsibility for it.

Hobbs Meter Reading:

This operating instruction outlines procedures for all Aero Club members:

When the Hobbs meter does not correspond with the aircraft form the pilot involved must have it verified prior to the flight by a dispatcher or clearing authority, failure to accomplish this will result in your paying the difference. When recording the Hobbs time, remember that if any part of the next number is showing on the meter that number (the higher one) will be used.

After verification of a discrepancy, the preceding pilot will be charged for any time not read correctly.

Local Flying:

For rated pilots only, touch and go landings are authorized at Panama City Airport (PFN) runways 05/23 and 14/32.

Any type landings at other airports in the local area require a cross-country request and must be approved by the manager. Local area for student pilots will be limited to 25 NM of PAM. Touch and go landings for primary students are not authorized at any airport.

Cross-Country:

All landing fees, tie-down, and/or storage fees incurred on cross-country trips shall be arranged for on a personal basis by the pilot in command and are not reimbursable except as follows:

- a. If the pilot decides to hangar the aircraft because of impending high winds and/or other threats of natural origin, he will be reimbursed the difference between hangar cost and tie-down.
- b. Any tie-down and/or hangar cost incurred due to mechanical grounding of the aircraft shall be reimbursed.
- c. Pilots should save gas receipts for fuel charges and present them to the club manager/office manager within three working days for credit **at the rate the Aero Club pays for fuel.**

Should it become necessary while on a cross-country flight to obtain expensive repairs, the pilot shall ensure that the aircraft is properly secured and cared for. If a pilot must return before the aircraft can be repaired, he must return at his own expense.

The pilot is not authorized to commit the Aero Club for major repairs in excess of \$250.00 without the approval of the Aero Club manager.

When any Aero Club aircraft is left at an airport, the pilot shall be responsible for the return of the aircraft. Any transportation or fuel charges incurred by the Aero Club in returning an aircraft shall be paid for by the pilot involved. The Aero Club will pay any hangar or tie-down charges incurred for maintenance through the Saturday following the maintenance completion. Also, the Aero Club will not charge the minimum guaranteed flight during this period but will start with the Sunday following the completed maintenance.

The minimum guaranteed flight time charges for any cross-country flight shall be two hours per weekday and 3 hours on weekends.

In any disputed case regarding responsibility for charges, return of aircraft, reimbursements or credits, etc., the problem(s) shall be resolved by the manager within thirty days of the initial billing.

Flights over water (beyond safe gliding distance) are not authorized unless approved Life Support and Survival Equipment is aboard the aircraft. This is the pilot in command's responsibility.

Flight Outside the Continental Limits of the U.S.:

Flights outside the continental limits of the U.S. are not authorized except as noted in a and b below:

- a. Flights may be made to the Bahamas Islands and must be conducted in accordance with the FAA International Flight Manual. These flights shall be pre-planned and submitted to the club manager for review and approval.
- b. The pilot in command will be responsible for having on board the aircraft approved floatation gear, survival kit, and at least one pyrotechnic signaling device (reference FAR 91.205 (b)(11)).

Tuition Assistance:

A copy of the completed tuition assistance form (1227) must be given to the Office Manager or Club Manager in order to enroll you in any ground school. Upon completion of the ground school you must take the final examination on the evening it is scheduled. If this is not possible, you will have a two week extension in which to complete the final exam.

If you cannot take the final exam after the two week extension has lapsed, it will be your responsibility to notify the education office and let them know when you will complete the final exam. You must also notify your instructor and schedule a time in which to take this exam. If you fail to take the final exam in the time frame that you gave the education office, you must notify them to get an approval for an extension.

If you fail to show up for the final examination and do not notify your instructor and the education office, you will be dropped from the course and must make arrangements with the education office to pay back the funds.

VA:

The students will be responsible for the entire 100%. We will submit paperwork to the VA for reimbursement of the 60% to you. Also, prior to any training, you will need a valid Class II Medical. Should you do any training without having this medical, the VA will not pay for any training what so ever.

(LOST COMMUNICATIONS PROCEDURES)

GROUND OPERATIONS

If the radio fails after clearance to taxi, Aero Club pilots will:

- a. Before they reach the parallel taxiway, taxi back to the Aero Club area using caution.
- b. On the taxiway before clearance to the runway, turn to face the Tower and flash the landing light. Upon receiving a flashing green light from the tower, taxi back to the Aero Club using caution.

IN FLIGHT

At Tyndall:

TRANSPONDER OPERATIONAL:

1. Select 7600 in transponder
2. Fly to the downwind leg and rock your wings
3. Follow the light signals listed

Away from Tyndall:

Follow the procedure listed under Radio Inoperative and land at the first available airport that meets FAA and Aero Club requirements for your aircraft. If an uncontrolled airport is available, land, phone the Aero Club, then if no answer call base operations and make arrangements to land at Tyndall.

If enroute and you cannot land at a suitable airfield, the pilot will land at the originally filed destination. Do not extend past the original destination.

If the original filed destination is Tyndall and the transponder is operational follow the procedures listed on previous page.

If transponder is inoperative fly the aircraft along the side of the landing runway, 700 feet above the field elevation, rocking wings until it reaches end of runway. Turn to the downwind and check mobile control and/or tower for green light on base leg and final approach.

Light Signals:

Steady Red: Give way to other aircraft and circle back to downwind leg.

Flashing Green: Return for landing. This is a clearance to start base leg for Aero Club aircraft.

Steady Green: Cleared to land.

After clearing runway, stop, face the tower. Upon receiving flashing green light from the tower, taxi.

LOST PROCEDURES

CONFESS: Don't wait. If you are in contact with a FAA FSS tell them you are lost. If necessary, transmit on 121.5 and declare an emergency. If you have a transponder, select code 7700.

Tyndall Aero Club SOPs, February 2003

COMMUNICATE: Tell the ground station as much as possible, i.e. VOR radial, and markers, last known position, etc. Ask if they have radar or DF capabilities if you do not already know.

CLIMB, if possible, for better radar identification and communication.

COMPLY: Help the ground station help you by complying with instructions. They are professionals so cooperate completely.

DO NOT START FLYING IN CIRCLES attempting to figure out where you are. All you will do is use fuel and possibly become completely disoriented.

If you are able to find an airport, land and ask your location.

(ALTERNATE AIRFIELD PROCEDURES)

If weather minimums or wind conditions go out of limits at Tyndall AFB during your flight, the following procedures should be followed:

- a. Take action to divert to an alternate airport.
- b. Bay County Airport (PFN) Tower Freq.: 120.5 should be your first choice.
- c. If weather at PFN is below your minimums, refer to the local area map and select an airport that is within your fuel capabilities.
- d. Contact the Aero Club or Base Operations and advise them of your location.
- e. If on a civilian flight plan call FSS and close your flight plan.

FORCED LANDING

If you should have a forced landing and a phone is available, call the Aero Club immediately (collect on 286-5870 only) or Base Operations. Advise of any injuries and particulars of the scene of the crash and whether you feel a helicopter or aircraft can land if necessary. Once you have notified the club, return to the aircraft unless you are otherwise instructed.

Tyndall Aero Club SOPs, March 2008

EMERGENCY MAINTENANCE

If while on a cross-country you find it necessary to have maintenance performed on the aircraft, you must contact the Aero Club Manager or the Services Office and advise them. If the cost of the maintenance will not exceed \$250.00 and you are unable to contact anyone, you may proceed. You will be reimbursed for your expenditure. If the fee will exceed \$250.00, the Manager or Services Officer must be contacted and proper approval granted.

RON (REMAIN OVERNIGHT) AND SEVERE WEATHER

Pilots remaining overnight away from Tyndall AFB will ensure the following listed items are accomplished. Pilots responsibility for Aero Club equipment does not terminate until the aircraft and all associated items are secured within the Tyndall Aero Club area.

- a. Aircraft refueled
- b. Aircraft chocked at main gear front and rear of each main gear tire.
- c. Aircraft tied down.
- d. Aircraft control lock installed or controls secured by seat belts.
- e. Keys and forms removed.
- f. Doors and windows closed.

Severe weather is defined as wind in excess of 25 knots, hail, or freezing rain. Pilots will make every effort to hangar aircraft that may be exposed to severe weather. In the event hangaring is impossible, in addition to items listed under paragraph 1, the following will be taken:

- a. Secure the aircraft in sheltered area.

In the event of a precautionary landing due to weather or maintenance which may result in a non-scheduled RON or unusual delay - after closing the FAA flight plan, notify the Aero Club of your action by telephone. Call collect on 286-5870. In the event you are unable to reach any Aero Club Official, contact Tyndall Base Operations and ask them to notify the Aero Club of your problem.

In the event you cannot land at Tyndall due to the runway being closed, proceed to Bay County Airport, land and contact the Aero Club or base operations.

Emergency Operations:

In the event of an emergency, you should contact the nearest FSS or Control Tower and give the following information:

- a. Aircraft identification, type, and position.
- b. True Airspeed.
- c. Altitude
- d. Fuel remaining in hours and minutes
- e. Nature of emergency

- f. Your intentions, (to land, ditch, etc.)
- g. Assistance desired such as a fix, radar vector, scramble aircraft, etc.

In the event you cannot contact a tower or the FSS, tune to 121.5 and repeat as follows:

“MAYDAY, MAYDAY, MAYDAY”

You may be assured this will get an immediate response, if the tower is receiving you.
You may use this same phrase with any other ground agency.

Confess your predicament. Communicate with ground stations. Climb if possible for better radar identification if necessary. Comply with instructions you are given.

Above all, don't become involved in reporting procedures and lose control of the aircraft. Fly the airplane before all else.

Crash Procedures: Search & Rescue

To help you in the event you have difficulty, the following recommendations are given:

- a. Follow your route of flight as filed. If you find it necessary to change your route, advise the nearest FSS.
- b. Normally you should remain with your aircraft in the event of a forced landing. Rescue personnel will begin operations along your intended route of flight. It's obviously easier to spot an aircraft than a person. The aircraft may even offer shelter. Do not assume radios will not work, but try them after you are sure it is safe to return to the aircraft.
- c. If you should have a crash landing in a populated area, immediately notify the FAA and request they forward the report. You will be required to file any required report with the FAA or other appropriate agency. However, it is best to delay such filing for a day or so until it can be determined if a report is required. The Aero Club will assist you in this.

Emergency or Diversion of Flight - Phone Numbers

All Emergency or Diversion of Flight information, names and numbers, are located on the back cover of each aircraft Hobbs Log.

(WEATHER RECALL AND AIRCRAFT EVACUATION PROCEDURES)

Not Applicable.

CHAPTER 4

STUDENT PILOT PROCEDURES

Student pilots will not fly when the crosswind component exceeds ten knots.

Student pilots may not perform touch and go landings.

Student pilots shall not fly more than ten hours solo or exceed thirty days without a dual proficiency flight. This flight will include all items listed in FAR Part 61.87 (d) and (e).

Student pilots shall not fly solo at night.

Student pilots shall not conduct simulated forced landings.

All dual portions of supervised solo flights shall include three student landings and one go-around at the airfield where the student will solo. Instructors shall ensure adequate student proficiency and be present at the airport during the solo portion of the flight.

Student pilots will not fly any unsupervised solo flights until Lesson 10 (Stage 1 Check) has been satisfactorily accomplished.

On the first two solo cross-country flights, student pilots shall fly to airfields where they have previously demonstrated satisfactory traffic patterns to an instructor.

Student pilots must fly approved cross-country routes as depicted in the back of the training syllabus (in bookcase).

Students will be graded according to practices in Attachment 2.

Students must read and initial any missed Safety Meeting minutes prior to any flight dual or solo.

Students must take off for their long cross-country flight NLT 1000 CST and 1200 DST and they must be back at the Aero Club before sunset.

On initial call-ups to ground, tower, etc., students on solo flights **must** let them know you are a student pilot. Example: Tyndall tower, Cessna 7749L, student pilot, jetties, landing.

CHAPTER 5

SAFETY

Club Safety meetings are the third Tuesday or third Wednesday of each month. Attendance is mandatory.

In case of an incident or accident, notify the Aero Club Manager or Club Safety Officer immediately.

If you are cross-country, call Bill Foley collect at (850) 286-5870 (Aero Club) or (850) 785-7075 (Home) or (850) 819-7149 (cell).

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

The police or security police should be notified if the loss involves any type of theft of property or any other criminal conduct. The NTSB should be notified when applicable under NTSB Part 830. Required forms should be completed and filed with the appropriate military and civilian authorities.

Gather as much information as possible and contact the Aero Club with the following data:

- Date of Occurrence
- Time of Occurrence
- Aircraft Registration Number
- Aircraft Make and Model
- Location of Mishap
- Current Location of Aircraft
- Pilot's Name (Civilian/Active Duty)
- Passenger's Name (Civilian/Active Duty)
- Injuries Sustained

NOTE: Do not delay reporting while awaiting more complete details, you can send additional information later.

In the event an accident occurs, immediately copy all aircraft and pilot logbook data. The NTSB could impound these records and they will require us to assist you in any investigation.

GROUND SAFETY

Make sure any unsafe condition is brought to the manager's attention.

Be absolutely certain that proper refueling procedures are used. Grounding is very important. Be sure the fire extinguisher is available before refueling.

An emergency shutoff switch for the gas pump is located on the SE corner of Building 206. Make sure you are aware of this switch prior to refueling.

If fuel spills on the ground and spreads over two feet on the concrete or any spills on the grass area at any time, the member is to immediately report the spill to management.

CHAPTER 6

MAINTENANCE PROCEDURES

Grounding an Aircraft:

Any Aero Club pilot may ground any aircraft, if in the pilot's opinion, the aircraft is not airworthy. Pilots shall document grounding on AFTO 781A, Maintenance Discrepancy and Work Document (or equivalent), and the aircraft shall not be operated until released by a Club Airframe and Powerplant Mechanic. A red tag will be placed in the aircraft folder and the keys will be red tagged.

FUEL QUALITY ASSURANCE

Before each flight, the PIC will ensure that each tank and sump is checked for both water and other contaminants. This will be accomplished by obtaining a fuel sample and visually checking it for water or other contaminants.

Although all fuel must meet the standards established by the American National Institute, management will check the storage tank and change the fuel filter every six months. This will be annotated on the aircraft status board.

CHAPTER 7

FLIGHT INSTRUCTOR RESPONSIBILITIES

Flight Instructor Duties and Responsibilities:

The following duties will be performed:

- a. Provide complete supervision of all assigned students.
- b. Maintenance and administration of training records on all assigned students.
- c. Ensure compliance with all Air Force, FAA, and NAFI directives, rules, and regulations governing ground and flight operations; to include attendance at all standardization, safety, and flight instructor meetings.

- d. Perform duties as clearing authority (if applicable) IAW current directives and checklists.
- e. Perform duties as supervisor of flying whenever on duty or as deemed as necessary by the manager in order to provide a safe and membership oriented atmosphere.
- f. Ensure compliance with Standard Operating Procedures in all areas of curriculum requirements.

PIF Card Maintenance:

Prior to soloing any student the following must be accomplished:

- a. Aircraft test (C172) and student pre-solo test in the Private curriculum must be completed and graded (at least 80% corrected to 100%). NOTE: Pre-solo test not required if FAA written has been accomplished satisfactorily.
- b. Be sure the Student Pilot Certificate has been endorsed for solo flight and is in the student's possession prior to allowing him/her to solo.

Prior to any student going cross-country, the following must be accomplished:

- a. At least three hours dual cross-country training must have been given. A flight to Tallahassee and a flight to Marianna should fulfill this requirement. The student's first cross-country will be to Tallahassee and back.
- b. The student's certificate must be endorsed for cross-country.
- c. Be sure the student has his/her pilot certificate and logbook properly endorsed for the planned cross-country.

Prior to checking out any rated member, the following must be accomplished:

- a. Local Procedures/FAR test and aircraft test must be documented on the PIF card.
- b. All PIFs and Safety Meeting requirements must be documented on the PIF card.
- c. A Pilot Checkout Sheet must be accomplished after the flight and entered on the member's PIF card. This sheet must show time flown, number of landings, and must be signed by the instructor and member.
- d. The tests, graded and signed, along with the Pilot Checkout Sheet and PIF card will be put in the basket provided and placed in the pilot's records by the Chief Instructor.
- e. After each flight, member must annotate their PIF card with flight time, TKO'S, and landings. (Needed to insure currency)

Initial and Recurrency Standardization Checkout

All flight checks must include written examinations, and will be administered by a club flight instructor.

A minimum of the following is required prior to completing an Aero Club Checkout:

- a. A flight in each make and model aircraft the member desires to be checked out in. Checkouts will cover items in the Standardization Guide.
- b. Three landings recorded on AF Form 1584.
- c. All flight checks will include a written test (not required for recurrency checks) on Aircraft Normal and Emergency procedures, FAR's 61 and 91, local operating procedures, AFMAN 34-232. The member must achieve a grade of at least 80%. The instructor will correct to 100% with the member, sign his name, CFI number, and date sheet (HQ AFSVA 1584C answer sheets will be used). Record the exams on the member's PIF card.
- d. Check the PIF card to ensure all PIF items, temporary and permanent, have been read and initialed. Also, ensure that a current copy of Medical Certificate, Pilot Certificate, and Covenant Not to Sue are on file.
- e. The checkout flight time will be whatever is necessary to satisfy the checkout requirements (one-hour minimum).

A checkout sheet (AF Form 1584) is required for checkouts.

Record the pilot's checkout on the PIF card.

Curriculums and Records Maintenance:

Each instructor is required to comply with the FAA approved curriculum for the applicable course.

The instructor will refer to the curriculum as often as is necessary to ensure compliance.

Course curriculums are filed in separate binders by course name.

All courses, Part 61 and Part 141, will be taught using our FAA approved curriculum.

Each lesson will be documented using our locally produced Flight Record Book, along with an entry in the individual's logbook. It is permissible to sign off more than one lesson on a single sheet.

Each item in any lesson, or lessons, must be checked off before the lesson is considered complete. Should the lesson require a hood, it will have an (IR) after the maneuver. To sign off this lesson as complete will require some amount of hood time.

Times will be carried forward to the next sheet. P&P time must be shown on every lesson (dual and solo). Normally, lessons will be done in order. Designated instructors must give stage checks. Part 141 students must receive three Stage Checks, lessons 10, 19, and 26. Part 61 students require Stage Checks on lessons 10 and 19. Deviations to the curriculum may be made with approval from the Chief Instructor.

The record sheet will be inserted neatly, in order, into the student's folder after each lesson. Instructors must take care that the minimum flight times by stages have been accomplished. Should minimum times not be met, the stage check cannot be given. These records **MUST NOT** leave the Aero Club.

Student Certificate and Logbook Endorsements:

A dual proficiency flight for student pilot currency, as required by AFMAN 34-232. The primary purpose of this flight is to ensure the student is knowledgeable and safe. The duration of the flight, acceptable performance standards, and number of landings are at the instructor's discretion. The instructor will endorse the student pilot's training record and logbook upon proficiency flight completion with the following statement: "Dual proficiency flight accomplished IAW AFMAN 34-232". Name, Certificate Number, and Expiration date. All instructors will ensure that the Certificate and Logbook endorsements required by FAR 61 and/or FAR 141 are properly accomplished.

Refer to the attached Flight Instructor Bulletin for the required endorsements.

Annual Standardization Check:

This check will be performed prior to the last day of the twelfth month commencing with the first Aero Club check ride. Do this check in the most complex aircraft in which currency is maintained.

The check will consist of the following:

Standardization Exam
Flight time as required (one-hour minimum)
Three landings (minimum)

Compliance with all other requirements listed in initial and recurrency standardization checkout procedures.

Instrument Checkout:

The Aero Club will administrate this check every twelve months to members who desire and are authorized flight under IFR.

Required flight maneuvers will be performed solely by reference to instruments on all instrument flight checks as follows:

- a. A certified flight instructor (CFII) must administer the check.
- b. The member will be required to accomplish all items listed in the Aero Club Instructor Standardization Guide. A separate instrument check will be required for members desiring to fly IFR in multi-engine aircraft.
- c. The instrument checkout will be recorded on the AF Form 1584 (test) initial instrument check and subsequent twelve-month checks and filed permanently in the member's folder.
- d. Written examination on instrument procedures (along with other required exams) will be graded, corrected, and filed in member's training folder. A grade of 80% corrected to 100% is required.

The checkout, exams, and any other necessary information will be recorded on the member's PIF card.

Night Local VFR Checkout

The following are minimum requirements for a night checkout:

- a. Day VFR checkout and current.
- b. Flight time as required (one-hour minimum).
- c. Private pilot with at least fifty hours PIC time.
- d. At least three landings to a full stop at Panama City.
- e. At least one full stop landing at Tyndall.
- f. A tour of the local flying area, identify local area landmarks and obstacles to air navigation.
- g. All maneuvers for night VFR flights as listed in the Aero Club Instructor Standardization Guide.

- h. Blackout landings will not be performed solo. If an instructor desires to demonstrate a blackout landing, it will not be accomplished on the initial landing.
- i. The checkout will be recorded on the member's PIF card.

Flying when Base Operations and Tower is Closed

1. Student Pilots (Solo) are not authorized to fly when the Tower is closed
2. Flights may only be conducted from sunrise to sunset
3. Flight plans will have to be filed, opened and closed with the flight service station.
 - a. Call 1-800 WX BRIEF (FSS) and file- be sure to activate your flight plan after takeoff.
 - b. If takeoff is prior to the tower closing you will have to file with FSS and Base Ops. You will have to close your flight plan after landing.
 - c. If you takeoff before Base Ops opens. File and close your flight plan with FSS. Base Ops will not have any info on your flight.
 - d. IFR flight plans may not be filed to any Tyndall navaid when tower is closed.
4. Prior to flight accomplish the following
 - a. Call the command post 8534 or 2155, and security forces at 2254 advising them of your take-off and landing time. First flight, call the fire department at 4777 so that they can monitor 121.50.
 - b. Back taxi and check for hazards prior to takeoff. Also overfly the runway prior to landing and check for other hazards.
 - c. No touch and go's, No stop and go's at Tyndall. Launch and Recovery only.
 - d. Last scheduled flight of the day, call command post, 8534 or 2155, Security Forces at 2254 and Fire Department at 4777 advising them Aero Club scheduled flying is completed.
 - e. Any flight scheduled after the last scheduled flight will have to advise the appropriate agencies, as if it were the first and last flight of the day.
5. Emergencies requiring the Tyndall Fire Departments assistance.
 - a. Transmit on 121.5 and advise of your situation.
 - b. All other emergencies will be handled as usual.

Attachment 3

AERO CLUB OPERATIONS

A3.1. Aircraft Parking, Servicing, and Ground Handling.

A3.1.1. Aero Club aircraft will park on the west side of Hangar 4 or as directed by the 325 OG/CC.

A3.1.2. Servicing, ground handling, and securing of Aero Club aircraft are the responsibility of the Aero Club.

A3.1.3. Transient maintenance will assist in parking and launching of visiting Aero Club aircraft as requested by aircraft commander. Transient will, as required by T.O. 00-20-5, obtain billing address and charge for labor on services rendered (unless official TDY).

A3.2. Local Flying Area. VFR local flying will be conducted within 50 NM of T AFB. Pilots' of local flights terminating at Panama City-Bay County Airport will pass their arrival time to Airfield Management Operations by telephone.

A3.3. Training Areas. The Aero Club will train in the area shown in Figure A3.1.

A3.4. Clearance Authority. All aircraft that depart Tyndall must have a flight plan on file with AMOPS prior to takeoff when the airfield is open. HQ AETC/ A3 has authorized uncontrolled operations outside airfield/ A TC operational hours. These procedures are covered in a separate Ops Letter. The Aero Club and 3250SS/OSA are the OPRs for uncontrolled ops.

A3.4.1. A DD Form 175, Military Flight Plan will be filed for all flights from TAFB. Prior to accepting a flight plan, Airfield Management Operations will ensure that a weather briefing is obtained for all flights and that an Aero Club clearance officer has signed the DD Form 175 plan.

A3.4.2. The Aero Club manager will designate clearance officers in writing and provide an up-to-date list to Airfield Management Operations.

A3.4.3. The Aero Club Management will keep a clearance officer's checklist and will ensure its use. The checklist will include a review of pilot experience, currency, training folder, route of flight, weather, fuel reserves, and FCIF (Pilot Information File, PIF) information.

A3.5. Supervisor of Aero Club Flying.

A3.5.1. The Aero Club Manager or one of the clearing authorities will act as SOF in accordance with AFMAN 34-232.

A3.5.2. The Aero Club Manager will designate Supervisors of Aero Club Flying in writing.

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When there is doubt, the pilot will ask for clarification.

A3.6.1.3. Solo students will tell ground control on the initial taxi call that he/she is a solo student.

Example: Pilot: "Ground, Cessna 7748L, student pilot, Taxi 1 from the Aero Club, VFR to the North, request right/left turnout."

Pilot: "7748L, hold short/on to hold/cleared for takeoff (RWY 13L1R, 31 L1R)."

A3.6.3. Departure Procedures: VFR departures will depart under Tower control. Pilots will obtain Tower approval before making a turn.

A3.6.3.1. After being cleared for takeoff, Aero Club aircraft will maintain runway heading. Tower will approve "a turnout or other instructions once airborne. No turns will be initiated without tower approval.

A3.6.4. Day VFR arrival procedures/standard radio calls.

A3.6.4.1. Entry points for VFR entry to RWY 13R131L: Aero Club (600 feet): From over the jetties, along the coast to a 45-degree entry to downwind

Note: Normal recovery for both runways is 700 feet over the water reporting at the jetties to be at 600 feet by Tyndall's Class D airspace. Altitudes over populated areas are 1000 feet AGL.

A.3.6.4.2. Report intentions on initial contact (callsign, position, intentions) for example:

Pilot: "Tower, Cessna 7748L (student pilot-if student is solo), jetties, full stop."

Tower: "48L roger, report right/left midfield downwind runway 13R131L."

Pilot: "48L"

A.3.6.4.3. With Tower approval, pattern entry to mid field downwind (13L131R) is authorized from the north. For example:

Pilot: "Cessna 7748L, 15 miles north, request midfield downwind 13L131R"

Tower: "Cessna 7748L, report right/left midfield downwind runway 13L131R"

Pilot: "48L"

(NOT authorized for solo student pilots)

A.3.6.4.4. When reaching midfield downwind:

Pilot: "Cessna 7748L right/left midfield downwind 13R131L"

Tower: "Cessna 7748L make right/left 360's until advised" OR

"Cessna 7748L report right/left base runway 13R131L" **Pilot:**

"48L"

A.3.6.4.5. Report base and gear with intentions. **Pilot:**

"Cessna 7748L, base, gear down, stop, 13R131L"

Tower: "48L, (wind) runway 13R131L cleared to land"

Pilot: "48L"

A3.7. Radio Failure. If the radio fails after clearance to taxi, Aero Club pilots will:

A3.7.1. Before they reach Taxiway Papa, taxi back to the Aero Club area.

A3.7.2. On the taxiway before clearance on to the runway, turn to face the Tower and flash the landing light. Upon receiving a flashing green light from the Tower, taxi back to the Aero Club area.