

AERO CLUB STANDARD OPERATING PROCEDURES

The purpose of this Standard Operating Procedure (SOP) is to establish policies, procedures, and responsibilities of personnel utilizing the Edwards AFB Aero Club. It applies to all personnel using the Base Aero Club facilities; members and nonmembers, transients, and private aircraft owners/operators etc. A (/) indicates revision from the previous edition.

TABLE OF CONTENTS

Chapter		PARAGRAPH
Chapter 1	ADMINISTRATION	
	Application Procedures	1-1
	Resignation Procedures	1-2
	Expulsion Procedures	1-3
	Newcomer Operational Briefing	1-4
	Charge Card System	1-5
	Meetings	1-6
	Scheduling	1-7
Chapter 2	PILOT CURRENCY REQUIREMENTS	
Chapter 3	OPERATIONAL RESTRICTIONS AND LOCAL AREA PROCEDURES	
	Wind Limits	3-1
	Cross-Wind Limits	3-2
	Wind Over Limits	3-3
	Minimum Runway Condition Readings	3-4
	Preflight Operations	3-5
	Flight Plans	3-6
	Ground Operations	3-7
	Tower Closed Operations at South Base	3-8
	Tower Closed Departure Procedures	3-9
	Tower Closed Arrival Procedures	3-10
	Tower Closed Emergency Procedures	3-11
	Local Operations	3-12
	Cross Country Operations	3-13
	Post-Flight Operations	3-14
	Remain Overnight Procedures	3-15
	Remain Overnight Checklist	3-16
	Emergency Landing	3-17
	Emergency Minor Repair	3-18
	Collision Avoidance	3-19
	Mountain Flying Procedures	3-20
	Lost Communications	3-21
	Lost Procedures	3-22
	Diversion to Alternate Airfield Procedures	3-23
	Complex Aircraft Operations	3-24
	Tie Down Space for Private Aircraft	3-25
	Hangar Use	3-26
	Suspension of Aircraft Parking Privileges	3-27
	Severe Weather	3-28

Chapter 4	STUDENT PILOT PROCEDURES	
	Wind Limits.....	4-1
	Cross-Wind Limit (Including Gusts).....	4-2
	Wind Over Limits.....	4-3
	Written Exams and Questionnaires.....	4-4
	Stage Checks	4-5
	Student Limitations	4-6
	Student Pilots with Private Aircraft	4-7
Chapter 5	SAFETY PROCEDURES	
	Reporting Accidents, Incidents or Unusual Occurrences	5-1
	Ground Safety.....	5-2
Chapter 6	MAINTENANCE PROCEDURES	
	Maintenance Personnel.....	6-1
	Preflight and Post-flight Inspections	6-2
	Phase Inspections.....	6-3
	Annual Inspections	6-4
	Major Overhauls	6-5
	Airworthiness Directives (AD).....	6-6
	Care of Parts	6-7
	Spare Parts Stock.....	6-8
	Base Shop Use.....	6-9
	Aircraft Records	6-10
	Maintenance Discrepancies	6-11
	Tool Control Program.....	6-12
	Maintenance Technician Training	6-13
	Engine Ground Run/Taxi Procedures	6-14
	Aircraft Towing.....	6-15
	Corrosion Control Program	6-16
	Fuel Quality Assurance	6-17
	Nondestructive Testing.....	6-18
	Material Control.....	6-19
	Write-Up/Grounding Procedures.....	6-20
	Documentation Procedures.....	6-21
Chapter 7	FLIGHT INSTRUCTORS	
	Instructor Responsibilities	7-1
	Flight Training Procedures	7-2
	Currency Requirements	7-3
	Annual Check Rides	7-4
	Membership Folders	7-5
	Training Curriculum	7-6
	Student Records.....	7-7
	Student Training Records	7-8
Figures	Edwards Aero Club Clearing Checklist.....	3-1
	Local VFR Flight Clearance Log	3-2
	Cross Country Flight Plan	3-3
Attachments	Pilot checkout requirements	
	Appointment Letters - Safety Advisor	
	- Operations Advisor	
	- Maintenance Advisor	

Chapter 1

General Procedures

1-1. APPLICATION PROCEDURES:

- a. Prospective members must submit an AF Form 1710, Membership Application, to the club manager or administrative clerk and pay initiation fees or submit letter of good standing.

1-2. RESIGNATION PROCEDURES:

- a. Members must submit their resignations in writing to the club manager or clerk and accounts must be paid in full.
- b. Members resigning after the 15th of the month will be liable for the current month's dues.
- c. Joint members or members flying under a sponsor must have their sponsor notify us in writing that the member is resigning from the club.
- d. A letter of good standing will be given to the resigning member, upon request, if their account is paid in full.
- e. The member may elect to take their membership records with them when they leave. We are not able to release training records in most cases until 1 year after termination. If a record is needed prior to this date we can provide a copy of all records. VA training records are kept of 3 years.

1-3. EXPULSION PROCEDURES:

- a. Whenever the manager or clearing authority becomes aware of an act or incident involving an Aero Club member that indicates the use of poor judgment, violation of Aero Club Standard Operating Procedures, Air Force Regulations, Federal Aviation Regulations, or that endangers life or property while operating an Aero Club or privately owned aircraft, may be grounded immediately. The act/incident will be documented by the staff member who originally became aware of it. They will include the method, date, and time they first became aware of the act/incident. This documentation will be given to the club manager.
- b. The act/incident will be reported to the club manager, and, if the reported pilot is engaged in a flight training program, to the chief instructor pilot and the individual's assigned instructor pilot.
- c. If the review/investigation indicates the act/incident was the result of willful misconduct, negligence, drug abuse, or alcohol abuse, the incident report and report of findings will be submitted to the manager. Any member suspected of willful misconduct, negligence, drug abuse, or alcohol abuse will have all club privileges and membership status suspended pending determination of the facts. While under suspension, the member is not required to pay club dues.
- d. If after review, the manager determines the act/incident was caused by willful misconduct, negligence, drug abuse, or alcohol abuse and recommended action is expulsion from the club, all documentation, along with a cover letter with recommended action, will be forwarded to the 95 ABW/CC for approval. In addition to this section procedures outlined in AFMAN 34-152 will be followed.
- e. The club manager will forward results of suspension and expulsion through the MAJCOM to HQ AFSVA/SVPAR.
- f. The club manager will inform the Federal Aviation Administration if certification review is warranted.
- g. If a member is expelled, a Letter of Good Standing will not be issued.

1-4. NEWCOMER OPERATIONAL BRIEFING: All new members of the Edwards Aero Club will be briefed on the following operations/procedures prior to their initial check flight:

- a. Applicable Air Force directives, Federal Aviation Regulations (FAR), and the Pilot Information File (PIF).
- b. Light Aircraft Operations:
 - (1) Limited performance, especially in the traffic pattern and mountains.
 - (2) Limited communication and navigation equipment.
 - (3) Aerobatic limitations.
 - (4) Low level navigation.
- c. Local Aero Procedures:
 - (1) Local weather - desert and mountains.
 - (2) Local restricted areas, hazards, and emergency procedures.
 - (3) Local communication/navigation facilities and communication procedures.
 - (4) Traffic patterns and departure/arrival routes at Edwards.
- d. Specific Aero Club Procedures and Records:
 - (1) Flight scheduling, flight plans, and flight clearance.
 - (2) Pre-flight and post-flight procedures, especially aircraft parking and refueling.
 - (3) Night and IFR Flying.
 - (4) Aircraft Flight Logs.
 - (5) Reporting maintenance problems.
 - (6) Records and training folders.
 - (7) Currency and flight check requirements.

1-5. CHARGE CARD SYSTEM: Upon joining the Aero Club the new member must fill out a credit card Information slip - this will allow the Aero Club to bill directly to your card.

- a. Monthly dues will be billed to the member's club card, Visa, or MasterCard, by the 7th of each month.
- b. All flights and or purchases can be billed directly to your credit card or the member may pay by cash or check.

1-6. MEETINGS:

- a. Safety Meetings: Meetings will be held on the third Thursday of each month. The time and place will be posted on the Aero Club website, and on bookourplane website.
- b. Standardization Board Meetings: Will be held quarterly as a minimum. Time and place will be posted on the Aero Club website, and on bookourplane website.
As a minimum the club manager, chief or assistant chief instructor, safety and ops advisor, and the safety and ops officers will be invited and report findings to Aero Club Manager.

1-7. SCHEDULING AIRCRAFT:

- a. Members schedule Aero Club aircraft on a first come, first served basis using bookourplane.com an internet scheduling service. It can be found on our web site www.edwardsfss/recreation/aero or at www.bookourplane.com. Flights may be booked up to two months in advance. A member may schedule up to 12 reservations during this period. FAA check rides have priority over other scheduled flights except extended cross- countries. Flights that are bumped will be scheduled in the next available aircraft.
- b. Members may not schedule in an aircraft that they are not currently qualified in. To schedule for an aircraft checkout, the member must schedule an instructor along with the aircraft. Only after the checkout is complete may a member schedule an aircraft for local or cross country use.
- c. Scheduled periods are from accepting aircraft keys prior to preflight until logging in the aircraft into the ADP computer. When scheduling aircraft, do not include ground instruction or pre/post flight briefings on the aircraft schedule. Also, do not pad your scheduled return flights to account for un-forecasted weather conditions.
- d. If scheduling a cross-country flight that will remain out overnight you must submit a **cross-country request** to the Manager. If no cross-country request has been received 24 hours before the scheduled start time, the flight will be canceled and removed from www.bookourplane.com . The cross-country request is not considered an aircraft reservation.
- e. An Aero Club aircraft not in use 15 minutes after the scheduled start time is automatically available for use by any other club member. Aircraft scheduled for cross country will have one hour to dispatch before the aircraft will be released to other members. Under such circumstances, a member desiring use of an aircraft must notify the Aero Club Manager of the issue before scheduling and dispatching the aircraft. A note stating a "time slot late override" will be added to the local flight plan remarks.
- f. If an Aero Club aircraft is scheduled to be, or is actually, retained by a member more than four consecutive hours, such as for a cross-country flight, there will be a minimum charge of one hour flight time for each weekday, and two hours per weekend day, or legal holiday.
- g. The maximum consecutive period an aircraft may be scheduled is 14 days. The Manager may limit the length of any flight if it is determined the aircraft in question is required to meet other Aero Club commitments. (In determining the number of consecutive days, the same procedure will be used as in computing minimum flight time.)
- h. Make all flight cancellations as soon as possible, but in any case (except for adverse weather) at least 24 hours before the scheduled start time. It is the responsibility of canceling members to remove their name from the schedule and in the case of a dual flight, to inform the IP of the cancellation. Failure of a member to comply with this procedure will make an individual liable for a fee of a minimum of 1 hour of aircraft time plus the cost of the IP's time scheduled.
- i. Members who cause a flight to be canceled or delayed because they failed to:
return an aircraft as scheduled
 - i. return the aircraft keys
 - ii. return as prescribed in this SOP.
- j. Members are liable for a \$25 fee plus the cost of the IP's scheduled instruction time (to a maximum of two hours).
- k. Make all ground instruction cancellations as soon as possible, but in any case at least 24 hours before the scheduled start time. Failure of members to comply with these procedures make them liable for a fee equal to the cost of the instructor's time scheduled.
- l. Only members in good standing may schedule Aero Club aircraft. A member who is grounded or not current may not schedule any aircraft or instruction and will be blocked from doing so on www.bookourplane.com. When a member is placed on the Manager's grounding list, all flights he/she may have scheduled will be canceled.

Chapter 2

PILOT CURRENCY REQUIREMENTS

2-1. Pilot currency requirements are the same as in the AFMAN 34-152, pages 26-27m sections 6.8.1-5.

OPERATIONAL RESTRICTIONS AND LOCAL AREA PROCEDURES

3-1. WIND LIMITS:

- a. Solo Student Pilot – No flying if peak (steady or gusting) winds are over 18 knots. Your instructor may lower this limit and it will be noted in the student pilot's logbook.
- b. Private Pilots – No flying if peak (steady or gusting) winds are over 24 knots.
- c. Commercial Pilot – No flying if peak (steady or gusting) winds are over 28 knots.
- d. Edwards AFB Aero Club Flight Instructors - Maximum steady wind limit 30 knots. Gust criteria will be based on aircraft being flown. Peak winds will not exceed $0.9 V_{so}$.
- e. Aircraft ground movement will only be conducted by current pilots when peak winds exceed 20 knots.

3-2. CROSS-WIND LIMIT (INCLUDING GUSTS):

- a. Student Pilots - Per AFMAN 34-152 guidance.
- b. All other Pilots - for all aircraft, the limit is the maximum demonstrated component shown in the flight manual or checklist.

3-3. WIND OVER LIMITS: If wind velocities increase above the maximum values while in the local area or upon arrival at Edwards, consider requesting a lakebed landing. The compass rose located on the north edge of the Rogers lakebed or any of the marked runways maybe be used if tower states the lakebed runway is green (Green = Usable Red = Unusable). An Aero Club pilot will consider flying to a more favorable airport, rather than risk landing beyond his/her expertise by using the lakebed runways. No lakebed landings will be attempted when the tower is closed.

3-4. MINIMUM RUNWAY CONDITION READING (RCR)

- a. Aero Club aircraft will not be operated on runways in which Tower advises that the RCR is 5 or less.
- b. Aircraft will not be taxied if the known RCR is 5 or less.
- c. RCR values: 23 = Dry, 12 = Wet, 5 = Icy

3-5. PRE-FLIGHT OPERATIONS (CLEARING AUTHORITY & CLEARANCE PROCEDURES):

- a. Prior to each flight, the pilot will make a visual preflight examination of the aircraft to ensure it is in an airworthy condition and that no maintenance deficiencies hazardous to flight or ground operations are outstanding. Use the checklist provided with the aircraft at alltimes.
- b. Prior to each flight, the pilot will check the weather to determine that it is suitable for the type of flight planned. Weather information, including severe weather warnings, can be obtained from the Edwards AFB weather station, an FAA Flight Service Station (FSS), or computerized weather briefing system.
- c. The Automated Dispatch Program (ADP) will be use to dispatch all flights. All members will be briefed on this system and its use.
- d. Clearing Authorities (CA) are club manager and/or club chief flight instructor who are responsible for clearing all flights in the event that the Automated Dispatch Program is down. All clearing authorities will hold at least a Commercial Pilot License. Only instrument rated CA's may clear instrument flight plans, as well as instructors may only clear student flights. All CA's will complete the clearance checklist (Fig 3-1 for cross country flights) (Fig 3-2 for round robin flights) and ensure that the pilot has complied with the necessary requirements as listed on the checklists in the event the Automated Dispatch Program is down. When the CA has determined currency and is confident the flight can be conducted safely, the CA will endorse flight plan.

3-6. FLIGHT PLANS: Prior to each flight, the pilot will file a flight plan and with Base Operations. Base Operations will activate flight plans when they are open. When Base Operations is closed, the pilot must file and activate the flight plan for any flight landing off-station for more than 15 minutes or overnight.

- a. **ROUND ROBIN FLIGHT PLAN.** All VFR flights, **flights originating and terminating at Edwards AFB** in which you do not shut down your aircraft or delay for more than 15 minutes regardless of distance, will file using the Aero Club VFR Clearance Log (Fig 3-2). After filling out the log sheet the pilot will call Base Operations and give them a verbal flight plan. The following information will be given: Aircraft type, last three digits of the tail number, estimated time of departure (at least 30 min from when you place the call), estimated time in route, fuel on board, and number of passengers. EXAMPLE: "Hello this is the Aero Club I need to file a VFR flight". "C172, 4ED, 2100, 2+30, 4+00, with two pax". You do not need to call Base Operations when you return to close your flight plan.
- b. **VFR CROSS COUNTRY/ VFR LOCAL FLIGHT WITH DELAY/ IFR FLIGHT PLANS.** These flights will be filed using the Aero Club modified FAA Form 7299-1 (Fig 3-3). Cross Country flights plans are needed when you depart Edwards AFB and land at another airport and will be delaying or stay for an extended period of time (15 minutes or longer). Complete and FAA ICAO Flight Plan Form 7233-4 and call 1-800-WX- BRIEF to file with a FSS briefer.
- c. During periods Base Ops is closed, a FAA ICAO Flight Plan Form 7233-4 will need to be filed with a Flight Service Station (FSS).
- d. Prior to each flight, the pilot will use all data available to determine that the flight can be completed with at least ONE HOUR FUEL RESERVE. At no time will a pilot embark on a flight which will end with less than one hour fuel remaining. The following aircraft will be fueled accordingly:

C172S – Fuel to tabs (bottom of filler neck) after each flight unless otherwise requested by manager or next scheduled pilot.

C182RGs – Fuel to estimated 2" below top unless otherwise requested by manager or next scheduled pilot.

Note: If the aircraft is to be flown on multiple training sorties, refueling will be at the discretion of the CFI. If a subsequent flight is known to be a cross country, the aircraft will be fully fueled by the handoff pilot. The cross-country pilot will fully fuel the aircraft at termination. Reduced fuel loading may be directed by the manager for seasonal purposes.

EDWARDS AERO CLUB CLEARING CHECKLIST:

- a. Pilot Currency-Aircraft, Annual Standardization, Medical
- b. Safety Meeting Attendance-Checked
- c. PIF-Read and Initialed
- d. Aircraft Maintenance Status-Checked
- e. Weather-Checked
- f. Airfield Restrictions-Checked (IFR Sup or AFD)
- g. NOTAMS-Checked
- h. Appropriate Survival Gear-Available
- i. Aircraft Weight and Balance - In Limits
- j. Flight Plan - Filed
- k. Fuel Reserves - Adequate
- l. Flight leaving CONUS-Properly Planned
- m. 12 Hour Duty Day-Not Exceeded
- n. Appropriate Mission Planning-Accomplished
- o. Familiar with all Available Information Concerning this Flight

STUDENT PILOTS - in addition to b-k above, will be reviewed by the CA and student pilot:

Cleared by an appropriate FAR 61 IP
Authorized by students primary IP
FAR 61 instructor on duty and available to student for entire solo
Student briefed on how to reach on duty FAR 61 IP
Intended flight within students' limitations and restrictions.
Endorsements (license and logbook) appropriate for flight
Currency (last 30, last 10, stage checks)

Signatures:

I certify that I have reviewed all items above and they are in order for this flight.

Clearing Authority

I certify that all items are in order for this flight.

Pilot in Command

3-7. GROUND OPERATIONS:

- a. No engine/no taxi areas. In certain designated areas at Edwards AFB and other airports, taxiing of aircraft and operation of aircraft engines are prohibited. Some of these no engine/no taxi areas are designated by painting on the ramp. In the absence of painting, the following are also designated as no engine/no taxi areas: inside hangars, within 50 feet of hangars, and within 50 feet of refueling operations.
- b. If an Aero Club aircraft is parked outside of a hangar it will be tied down and a control lock installed. However, if winds do not exceed 10 knots, the aircraft need only be securely chocked if it is parked for 15 minutes or less. At no time will an aircraft which is neither chocked nor tied down be left unattended. At no time will an aircraft be parked outside of a no engine/no taxi area with the tow bar attached (this is to preclude the tow bar accidentally being left attached).
- c. Refueling Operations. Aircraft may only be refueled during daylight hours at South Base. Aircraft will taxi into the pit area following the taxi line, shutdown the engine and chock the aircraft. 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 grounding shall be maintained until fueling connections have been removed. To turn on the pump, remove the nozzle then flip the lever to the left. Pull hose from the reel to your desired length, allow the hose to rewind until it catches. The hose reel is spring loaded to aid in rewinding. Please walk the hose back as it rewinds. To turn the pump off, flip the switch back to the right, stow the nozzle, and then lock. Record gallons in AC time summary sheet.
- d. Smoking inside hangars or aircraft is strictly prohibited. Smoking within 150 feet of a building, an aircraft or fuel pump is prohibited. It is the responsibility of every Aero Club member to ensure their guests comply with these restrictions. Smoking areas are designated by the Safety Officer.
- e. Start and taxi aircraft in such a manner as to avoid endangering persons, property, or conflicting with the smooth and orderly flow of ground traffic. Taxi speeds will be slow enough to maintain aircraft control. At no time will a pilot "ride" the aircraft brakes. Adequate separation and extra caution should be exercised when taxiing behind jets and large aircraft.
- f. Use of the tow cart is limited to maintenance personnel, club officers, and staff only.

3-8. TOWER CLOSED OPERATIONS AT SOUTH BASE: When the Edwards control tower is closed, operations at South Base are allowed only when the following conditions can be met:

- a. Daylight VFR operations only, sunrise to sunset.
- b. South Base operations do not interfere with any other base activities.
- c. Flight plans must be filed and opened during operations when the tower is closed. Flight plans must be opened and/or closed with FSS.
- d. Contact with Edwards airspace controlling agency (Joshua) can be established.

3-9. TOWER CLOSED DEPARTURE PROCEDURES:

- a. File your flight plan with the local FSS.
- b. Use the Edwards tower frequency of 120.7 as a Common Traffic Advisory Frequency (CTAF) to announce your taxi, takeoff, and landing intentions.
- c. When airborne contact the FSS and open your flight plan.
- d. Contact the controlling agency for advisories. (Joshua Approach)

3-10. TOWER CLOSED ARRIVAL PROCEDURES:

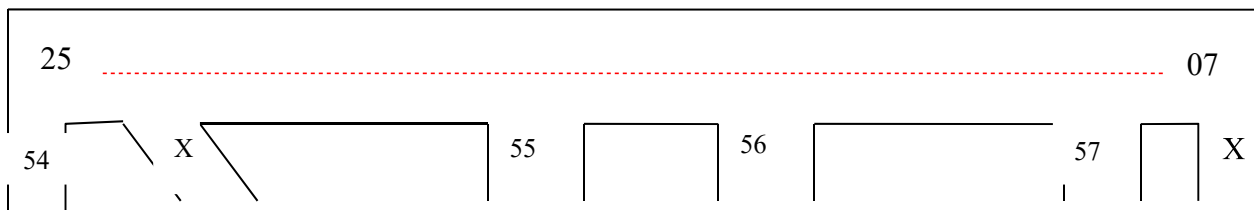
- a. Contact the controlling agency (Joshua Approach) to notify arrival intent.
- b. Use the CTAF frequency when within 10 NM of Edwards to announce intended entrypoint.
- c. Use non-towered airfield radio procedures for operations in the pattern.
- d. After landing, call the FSS via telephone and close your flight plan.

3-11. TOWER CLOSED EMERGENCY PROCEDURES:

- a. Airborne: Contact Joshua Approach or call on emergency freq. 121.5 and have them call Edwards Command Post for Crash, Fire, Rescue at South Base if needed.
- b. Ground: Notify Base Operations Accident Reporting at 7-2222; Command Post at 7-3040; Fire, Hospital, and Police at 911.
- c. Render assistance as necessary.

3-12. LOCAL OPERATIONS:

- a. The Aero Club local flying area includes all airspace and airports within a circle centered at Edwards AFB and having a radius of 25 nautical miles for student pilots and 50 nautical miles for private and higher rated pilots. This is depicted on the local area chart in the flight planning room. **Stops at airports in the local area for more than 15 minutes requires filing a cross country flight plan with base operations or FSS.**
- b. Aero Club operations at Edwards AFB are conducted primarily at South Base using runway 07/25 which is limited to day use (sunrise to sunset) only per AFFTC instruction 11-1. Radio calls while in the pattern will be DOWN WIND, BASE and FINAL. Aircraft will use tower frequency to make all calls except that these calls will be made to “South Base Traffic” in lieu of “Edwards Tower”. In the event Tower becomes too busy with radio traffic they may ask for you to cease these calls. The South Base traffic pattern altitude is 2800 feet MSL (500 feet AGL). Operations on runway 07 will fly a right-hand pattern and operations on runway 25 will fly a left-hand pattern. If the South Base runway is not available or is not adequate for the operation being performed, the pilot may request use of Main Base runway 07/25. The Main Base traffic pattern altitude for Aero Club aircraft is also 2800 feet MSL. A higher Main Base traffic pattern altitude (3300 feet MSL) may be requested if no jet traffic is present.
- c. Operations on the south base runway will use the two midfield taxiways as well as the eastern most taxiway to enter and exit the runway. The western most taxiways as well as the high speed taxiway on the eastern end will not be used. If runway 07 is in use, use the western most midfield taxiway for departure. Aircraft may elect to use any of approved taxiways for departure access; although when using midfield departures exercise extreme caution for landing or departing aircraft at the approach end of the runway. Runway remaining from both midfield taxiways is approx. 4500 ft. All aircraft will announce any back taxi to south base traffic.



- d. Operations within the restricted areas surrounding Edwards AFB should only be conducted in accordance with a clearance received from the Edwards AFB Tower, Edwards approach control (SPORT), or the controlling agency. Standard VFR entry and exit corridors for Edwards AFB are contained in AFFTC Regulation 11-1 and 2, with the club’s primary routes being Lancaster, Buckhorn and Rosamond.

3-13. CROSS-COUNTRY OPERATIONS: Before conducting a cross-country flight in an Aero Club aircraft that will remain overnight, the pilot will submit and have approved a cross-country request, AF Form 1583 - Cross Country Flight Request. Any Aero Club Clearing Authority may approve a cross-country request for a private or higher rated pilot. Any operation that may take the aircraft over water and beyond gliding distance of shore, the pilot must ensure they have personal floatation devices (PFD) aboard the aircraft. PFDs may be obtained through the Aero Club, base life support, or from an FBO.

3-14. POST-FLIGHT OPERATIONS:

- a. Unless an Aero Club aircraft is personally turned over to the pilot of the succeeding flight, it will be returned to its tie down spot.
- b. Aircraft servicing will be accomplished after each flight, as noted in para 3-5 d.
- c. After each flight, base operations may close your flight plan as long as they are open and you have filed Edwards as your destination. Verify your flight plan has been closed with Flight Service. For flights during tower closure it is your responsibility to close your flight plan. For VFR flights not terminating at Edwards AFB, pilots must close their flight plan with the FSS serving the airport of landing.
- d. After each flight in an Aero Club aircraft, record the flight time (Hobbs meter time), ending tach time, and fuel and oil servicing (except fuel and oil purchased away from the home base) on the forms provided in the aircraft flight book. If the Hobbs meter is inoperative, the pilot will use an accurate watch or clock and record the time from engine start to engine stop. Alternatively, tach time multiplied by 1.2 will be used to compute flight time. Submit receipts for gas purchased away from the Aero Club to the Manager when you fill out your receipt. Fuel and oil purchased will be credited to the member's receipt at the rate purchased by the member up to the amount of the Aero Club's purchase price.
- e. If during a flight in an Aero Club aircraft any maintenance discrepancies are noted, the pilot should record the discrepancies in the Automated Dispatch Program (aircraft write ups). If it is necessary to ground an aircraft with an X, it should be immediately reported to the mechanic or manager and the proper notation will be made on the aircraft status board. The Automated Dispatch Program will not allow this aircraft to be dispatched until a mechanic has released the aircraft for flight.

NOTE: New Policy – From 03APR2015 forward, all write-ups in the Dispatch Computer are grounding write-ups. The aircraft must be ground in the Dispatch Computer, on the White Board and in the Key Box. The aircraft is not to be flown until such time as the mechanic has made repairs and the aircraft returned to service.

- f. After each flight the pilot is responsible for complying with the aircraft checklist, installing the aircraft window screens, and cleaning out the trash that the pilot or passengers may have left behind. Failure to do so may result in the pilot incurring a fee of at least \$25.00. The pilot is required to do a post-flight inspection of the exterior of the aircraft and report any damage on the post flight form provided and text the Aero Club Manager immediately.

3-15. REMAIN OVERNIGHT PROCEDURES: When remaining overnight (RON) away from home base in an Aero Club aircraft, secure the aircraft according to the RON checklist. If the aircraft is to be refueled, it should be accomplished as soon as possible after landing.

3-16. REMAINS OVERNIGHT (RON) CHECKLIST:

a. Before leaving the aircraft, the pilot will ensure that:

- (1) The aircraft is fully serviced with fuel and oil.
- (2) The control lock is installed.
- (3) All switches are OFF.
- (4) Keys are removed and all doors are locked.
- (5) The aircraft is properly tied down.

b. If severe weather is expected, the pilot will make every attempt to place the aircraft in a hangar. Other- wise, the pilot will face the aircraft into the prevailing winds and tie it down.

c. If maintenance problems exist which is serious enough to ground the aircraft, the pilot will telephone the following for further guidance:

- (1) Their flight instructor, if a studentpilot.
- (2) The Aero Club office, (661)275-2376/8341.
- (3) Edwards AFB Command Post, (661)277-3040 or DSN 527-3040.

3-17. EMERGENCY LANDING: If for any reason an Aero Club aircraft should be landed at an airport not authorized for Aero Club use, or at a site not designated as an airport, the pilot should not attempt to takeoff. The pilot should secure the aircraft according to the RON checklist and contact the Manager who will determine the next course of action.

3-18. EMERGENCY MINOR REPAIR: Should an Aero Club aircraft away from home base be damaged, or encounter mechanical difficulty hazardous to flight or ground operations, the pilot will land and not attempt to takeoff. The pilot will secure the aircraft according to the RON checklist and contact the Manager or mechanic who will determine the next course of action.

3-19. COLLISION AVOIDANCE: Each pilot of an Aero Club aircraft should maintain continuous vigilance for other aircraft and take immediate actions necessary to avoid any situation which could result in a collision. Extra precautions should be taken, particularly in areas of congested traffic, to ensure that the view of hazards is not obstructed by the aircraft's structure. Use Radar Traffic Advisory Service when available.

3-20. MOUNTAIN FLYING PROCEDURES:

- a. All members will watch our mountain flying video in order to over fly mountains. Our yearly safety meeting on mountain flying will also qualify a pilot to over fly mountainous terrain.
- b. If you plan on landing at a mountainous airport (4000 ft MSL or higher) you must receive flight instruction from an instructor in mountain flying procedures, which includes a flight to a high-density altitude airport. The airport of choice must be at a field elevation of 4000 feet MSL or higher. The flight must include a minimum of 2 takeoffs and 2 landings at the high density altitude airport and a demonstration of proper leaning procedures prior to landing, taxi and takeoff. A mountain check is a onetime requirement.

3-21. LOST COMMUNICATIONS PROCEDURES:

a. If radio failure occurs while in route to Edwards AFB, a standard VFR Rosamond arrival may be flown to South Base. Student pilots will continue inbound, but must exercise extreme vigilance.

b. If radio failure occurs after clearance to enter R-2515 is received):

- (1) Squawk 7600
- (2) Continue the entry route and land
- (3) Check tower for light signals
- (4) Call Base Operations and close the Flight Plan if applicable.

c. If radio failure occurs while in route to an airport with an operating control tower:

- (1) Remain outside or above the ATA until the direction and flow of traffic has been determined.
- (2) Join the airport traffic pattern and maintain visual contact with the tower to receive light signals.

3-22. LOST PROCEDURES:

- a. Covered in Aero Club aircraft checklist.

3-23. DIVERSION TO ALTERNATE AIRFIELD PROCEDURES:

- a. Select nearest suitable airfield from your present position as printed on the sectional chart.
- b. Compute approximate magnetic course to the airfield by use of a plotter, compass rose, or VOR station, and change course towards it as soon as possible.
- c. Once established on the new course, compute wind correction, actual distance, estimated time, and fuel required while the airplane is proceeding toward the alternate.
- d. Communicate with a Flight Service Station (FSS) on 122.2 or the appropriate frequency, to revise your flight plan or request further assistance.
- e. Once secured on the ground at the alternate airfield, close your flight plan and call the Aero Club, or, if a student pilot, call your flight instructor for guidance.

3-24. COMPLEX AIRCRAFT OPERATION: Touch and Go landings are not authorized. All landings will come to a complete stop, and then the aircraft can be configured for takeoff.

3-25. TIEDOWN SPACE FOR PRIVATE AIRCRAFT: The club manager will assign tie down spaces. Private aircraft will be tied down and properly grounded and the parking area policed. Aircraft will not be moved without the owner's consent except in an emergency. Position on list is first come, first served.

3-26. HANGAR USE: Hangar use is authorized only if the following can be met:

- a. Prior written approval is received from the Club management and the chief mechanic, and member has been briefed on use of the Aero Club facility by an Aero Club mechanic.
- b. Use is on a noninterference basis only. Aero Club aircraft have absolute priority over all private aircraft.
- c. Hangar is swept and cleaned after each use.
- d. Waste oil and filters are disposed of properly.
- e. Aircraft is not left unattended while occupying the hangar or surrounding area.
- f. All maintenance is performed in accordance with FAR Part 43. If any question exists as to the legality of any maintenance operations the Aero Club manager can ban the member from using the shop.
- g. Fees and charges for use of the hangar and/or Aero Club equipment will be determined by the Manager and posted in our rate schedule.

3-27. SUSPENSION/TERMINATION OF AIRCRAFT PARKING PRIVILEGES: Private aircraft owners/operators who are found in violation of AF regulations, or Federal Aviation Regulations may have their aircraft parking privileges suspended. Parking privileges may be terminated if an aircraft is left in an un-airworthy condition for over 30 consecutive days. Tie down spaces that are left vacant for over 30 consecutive days may be terminated and reassigned. Extensions to the time limits are authorized with club management approval.

3-28. SEVERE WEATHER/RECALL/EVACUTATION: In the event of a severe weather warning, the club manager, or clearing authority will suspend all flying until the weather improves. If an aircraft has not taken off from South Base the manager or clearing authority may call Tower at 7-2121 to have the aircraft return to the Aero Club. If the aircraft is airborne a still in the traffic pattern at Edwards, the manager or clearing authority may call Tower at 7-2121. Generally there is no need to evacuate aircraft to another location since we generally do not have major weather problems. In the event our aircraft need shelter, arrangements will be made to hangar them in Bldg. 1600.

STUDENT PILOT PROCEDURES

4-1. WIND LIMITS:

- a. Solo Pilot - Maximum wind limit is 18 knots including gusts. Actual limit will be noted in the student pilot's log book and recorded in the FAR 61 training folder.

4-2. CROSS-WIND LIMIT (INCLUDING GUSTS):

- a. Limits set by AFMAN 34-152, page 33, section 6.22.1 and student's instructor.

4-3. WIND OVER LIMITS: If wind velocities increase above the maximum values while in the local area or upon arrival at Edwards, consider requesting a lakebed landing. The compass rose located on the north edge of the Rogers lakebed or any of the marked runways maybe be used if tower states the lakebed runway is green (Green = Usable Red = Unusable). An Aero Club pilot will consider flying to a more favorable airport, rather than risk landing beyond his/her expertise by using the lakebed runways. No lakebed landings will be attempted when the tower is closed.

4-4. WRITTEN EXAMS AND QUESTIONNAIRES:

- a. Prior to first solo the student will complete the pre-solo test, Aero Club aircraft exam (not the Cessna exam from the computer), and the Annual Standardization local questions only IAW the TCO for the course of instruction and AFMAN 34-152, page 28, section 6.11 and AFI34-101.10.44.
- b. Prior to the first cross country solo the student will complete the cross country exam IAW the TCO for the course of instruction and AFMAN 34-152, page 29, section 6.11.7 and AFI34-101, pages 51-52, 10.44 but listed as 10.47.1-10.
- c. The instructor will correct each exam to 100% and make the appropriate log book endorsements.
- d. Exams will be maintained in the membership folder (very back of the folder).
- e. The student will review all Pilot Information File items.

4-5. STAGE CHECKS:

- a. All stage checks will be accomplished IAW the TCO and AFMAN 34-152 for the course of instruction.

4-6. STUDENT LIMITATIONS:

- a. IAW FAR 61 TCO, Safety procedures and practices. AFMAN 34-152.
- b. Airports authorized for local supervised solo [AFMAN 34-152] include Edwards South Base, Lancaster (WJF), Mojave (MHV), California City (L71).
- c. Standard cross-country routes:
 - i. EDW-WJF-DAG-APV-EDW
 - ii. EDW-WJF-VCV-DAG-EDW
 - iii. Other routes maybe approved by the chief instructor.
- d. All applicable restrictions and limitations will be annotated in the students log book. This includes but not limited to: wx, winds, and solo airports.
- e. Students may only be cleared by their FAR 61 instructor or a designated FAR 61 instructor (instructor must endorse the students training folder prior to releasing the student for flight). Clearing of the flight must be done IAW FAR 61 requirements.

4-7. STUDENT PILOTS WITH PRIVATE AIRCRAFT: Private aircraft owners will adhere to all Aero Club operating instructions, Air Force regulations, and all Federal Aviation Regulations pertaining to student pilots. Private aircraft will not be used by club contracted instructors for instructional purposes under Edwards Aero Club Part 61 Certificate or in any official capacity in regards to Edwards Aero Club.

Chapter 5

SAFETY

5-1. REPORTING ACCIDENTS, INCIDENTS, OR UNUSUAL OCCURRENCES:

a. Immediately report each accident, incident, or unusual occurrence to the Aero Club Manager whether it involves aircraft or not. Phone numbers are listed on the clearing authority list and can also be found in the back of each aircraft folder.

5-2. GROUND SAFETY: per AFMAN 34-152 and AFOSH standards.

MAINTENANCE PROCEDURES AND TRAINING MANUAL

6-1 MANUAL REVIEW/ANNUAL TRAINING DOCUMENTATION/PERSONNEL ROSTER:

All maintenance personnel will review this document upon beginning their first day of work and will review this annually thereafter. Each mechanic will document that they comprehend this manual and procedures by signing the review log kept in the maintenance binder located on the manager's desk.

6-2 PURPOSE:

To provide an understanding of the local requirements and training necessary to work on Aero Club aircraft.

6-3. MAINTENANCE PERSONNEL:

In order to exercise adequate control of aircraft maintenance, no one is authorized to perform maintenance of any kind on Aero Club aircraft without the express permission of the maintenance personnel or Club Manager. All maintenance will be done in accordance with FAR Part 43.

6-4. PREFLIGHT AND POST FLIGHT INSPECTIONS:

a. The pilot is responsible for performing the normal preflight visual inspections. This will include all items contained in the pilots' checklist and will include the following:

- (1) Check aircraft status board.
- (2) Check aircraft status via the Automated Dispatch Program.
- (3) Visual check of fuel and oil supply and proper fuel tank selection.
- (4) Check of engine cowling, fuel caps, and other removable items for proper installation and security.
- (5) Windshield cleanliness.
- (6) Fuel and oil leaks.
- (7) Proper operation of flight controls.
- (8) General external and cockpit inspection for popped rivets, wrinkles, or other signs of damage or non-airworthiness.
- (9) Engine run and magneto check.
- (10) Brake check.

b. Post flight inspections will include:

- (1) Visual inspection of the aircraft.
- (2) Refuel aircraft, as applicable.
- (3) Oil supply check and refill as necessary.
- (4) Clean the windshield.
- (5) Properly secure and ground the aircraft.

c. Any maintenance discrepancies will be written up in Automated Dispatch Program, and handled according to the appropriate maintenance directives.

d. Aircraft condition will be monitored by the Manager and/or mechanic(s). The mechanic(s) will review daily each aircraft in the Automated Dispatch Program (ADP) to determine aircraft condition. The mechanic(s) will be notified by the club management as soon as possible after a safety-of-flight discrepancy is known to exist. The aircraft status board will be updated as necessary.

6-5. INSPECTIONS:

- a. Annual inspections should be scheduled as close as possible to the last day of the calendar month in which it is due for each aircraft. This inspection will be scheduled to coincide with a 100 hour inspection as nearly as possible. A 100 hour inspection will be performed by the maintenance personnel and all Airworthiness Directive (AD) notes will be certified complied with. When this is completed, an annual inspection will be performed by an A&P IA mechanic, who will also recertify that all AD notes have been complied with and will annotate the aircraft, engine, and propeller log books. The maintenance personnel or club manager will arrange for the annual inspection.
- b. 100 hour inspections will be performed.

6-6. MAJOR OVERHAULS: Will be accomplished on the aircraft or engine when recommended by the FAA or manufacturer or when dictated by the condition of the aircraft or engine. Engines may be flown over the recommended time before overhaul (TBO), provided a 100-hour inspection is performed every 50 hours and documented in the engine log book. Major overhauls will be accomplished by the maintenance personnel or arranged for by the club Manager.

6-7. AIRWORTHINESS DIRECTIVES (AD): In the event that an urgent action AD notes is received, the maintenance personnel will be notified and necessary action will be taken. In the event that an aircraft is cross-country, maintenance personnel and the Manager will confer with the necessary FAA representatives, then notify the pilot by the most expeditious means and provide the appropriate instructions.

6-8. CARE OF PARTS: FAA regulations hold the mechanic responsible for installing only serviceable parts. Therefore, unless the condition of a part is definitely known, it will be regarded as not serviceable, but repairable. All parts which may eventually be put to use, but have not been overhauled or reconditioned, will be tagged repairable (green tag). After the parts are overhauled or reconditioned, they will be tagged serviceable (yellow tag). Those parts which cannot be made serviceable during overhaul or reconditioning will be condemned and disposed of. All parts which are in excess of projected needs will be turned in; however, many of the T-34 parts represent the only parts that will ever be available short of having them specially made. For this reason, all T-34 parts that may have a future value will be retained and appropriately tagged. The requirement that the mechanic be responsible for installing serviceable parts precludes the possibility of unserviceable parts inadvertently being installed.

6-9. SPARE PARTS STOCK: A sufficient number of parts and systems will be reconditioned and maintained in a serviceable condition for use as immediate replacement items. These parts will be tagged serviceable and all pertinent information will be attached. These parts will be separated from the stock of repairable items. This group of parts may contain items such as avionics components, electrical parts, magnetos, and spare engines.

6-10. BASE SHOP USE: Specialized inspection work, such as magna-fluxing and component overhaul work, may be accomplished through base shops. Such work will be requested and approved when available.

6-11. AIRCRAFT RECORDS: The maintenance personnel will be responsible for:

- a. Maintaining all aircraft, engine, and propeller log books according to FAA directives.
- b. Updating the aircraft status board and Automated Dispatch Program.
- c. Inputting AD's affecting each aircraft into the ADP.
- d. Ensuring that all inspections and records are completed.

6-12. MAINTENANCE DISCREPANCIES:

- a. Use of the Automated Dispatch Program will be used to log flight discrepancies. Each pilot is responsible to determine whether the write up requires aircraft grounding or not.

6-13. TOOL /FOREIGN OBJECT DAMAGE (FOD) CONTROL:

- a. The Aero Club tool box will be shadowed for each tool contained within. Prior to release of an aircraft for return to service the mechanic will visually check the tool box for completeness.
- b. In the event that a tool is missing the mechanic(s) will inform the Aero Club manager.
- c. FOD – the ramp will be swept regularly to keep the rocks and debris to a minimum.

6-14. ENGINE GROUND RUN/TAXI PROCEDURES:

- a. No aircraft will be ground run within 50 ft. of maintenance facility or in a position that would allow the prop blast to damage nearby aircraft, vehicles, or structures.
- b. All single engine aircraft may be ground run and/or taxied by qualified maintenance personnel.
- c. Twin engine aircraft will be ground run or taxied only by an appropriately rated (MEL) mechanic or pilot. The manager may designate otherwise.

6-15. AIRCRAFT TOWING:

- a. Maintenance personnel, club manager, and authorized club instructors may tow Aero Club aircraft by means of the tow cart.
- b. The tow cart will be used to tow Aero Club aircraft to the hangar for routine maintenance or from the fuel pit to the tie down line minimizing engine runs of short duration. Routinely, aircraft will be towed by using the front tow hitch only. The rear hitch will only be used for towing aircraft great distances and when there is no concern for wing clearance. When maneuvering around structures, other aircraft, or vehicles the front tow hitch must be used. When possible use a spotter.

6-16. CORROSION CONTROL:

- a. Aircraft will be maintained in accordance with AC43-4A, Corrosion Control of Aircraft.
- b. As a minimum the aircraft will be washed at each 100hr.

6-17. FUELS QUALITY ASSURANCE:

The fuel tank filter will be changed yearly.

6-18. NONDESTRUCTIVE TESTING:

The club will contract out this testing.

6-19. MATERIAL CONTROL:

All parts will be stored in the maintenance office. If a part has been removed and it will be kept for future use, the part will be tagged as usable, repairable, or non-usable. If a part is non-usable it will be thrown away or returned for core value.

6-20. WRITE-UP/GROUNDING PROCESURES:

- a. Aircraft write-ups will be documented in the ADP.
- b. All corrective actions will include reference to the service manual used, i.e. “in accordance Cessna Maintenance Manual”.
- c. Grounding of aircraft will be made in ADP. The aircraft keys will be covered with the GROUNDING flag and the aircraft status board will show a down arrow and reason why.

6-21. DOCUMENTATION PROCEDURES:

See AFMAN 34-152, page 36, section 7.1.1.6.

FLIGHT INSTRUCTORS

7-1. INSTRUCTOR RESPONSIBILITIES:

- a. Each flight instructor will provide instruction to students in accordance with Federal Aviation Regulations; applicable Air Force directives; and Edwards Aero Club operating instructions. The instructor will assume full responsibility for the student's training.
- b. A student's flight instructor will ensure that the student's training folder is properly maintained.
- c. All flight instructors are under the direction of the Chief Flight Instructor.
- d. All flight instructors are required to document their review of Aero Club PIF items and safety meeting minutes.
- e. All flight instructors will receive and sign for a copy of the USAF Instructor Standardization Guide.
- f. Conduct all training under FAR Part 61

7-2. FLIGHT TRAINING PROCEDURES:

- a. Each student will normally be assigned a single Aero Club Certified Flight Instructor (CFI) for the duration of their training.
- b. The instructor will follow the procedures outlined in the Training Course Outline for primary and advanced students.
- c. Each instructor will ensure that the student is properly trained in accordance with FAR Part 61.
- d. Instructors will not simulate engine failures in single engine aircraft by shutting off the fuel supply in any fashion to the engine. Examples: switching the fuel selector to the off position, activating the emergency fuel shut off valve, or pulling the mixture to idle cutoff.

7-3. CURRENCY REQUIREMENTS:

- a. It will be up to the individual instructors to maintain currency. If an instructor becomes noncurrent, that instructor will have to pay for the cost of the aircraft and instructor to regain currency.

7-4. ANNUAL CHECKRIDES:

- a. The cost for the annual 61 check ride for all instructors will be covered by the Club.

7-5. FLIGHT TRAINING COURSES:

- a. The Chief Flight Instructor is responsible for conducting of his/her assigned course(s) of training.
- b. Flight training will be conducted under FAR Part 61 for each of the approved courses.
- c. Flight training for courses not approved under FAR 61 will be at the discretion of the Manager and supervised by the Chief Flight Instructor.

7-6. TRAINING CURRICULUM:

- a. Applicable curriculum will conform to FAR Part 61.
- b. Maneuvers will be taught in accordance with the training syllabus and the "Practical Test Standards," appropriate to the rating being sought.

7-7. STUDENT RECORDS:

- a. USAF Flight Training Center AFSVA Form 1580 will maintain all student records for courses leading to the issuance of a private pilot certificate. Advanced rating records will maintained on a system to determined later. This record along with the appropriate written exams and aircraft questionnaires will be kept IAW FAR 61 rules.
- b. The student will also have a membership folder which will contain all items as appropriate for a member.
- c. Progress checks will be recorded on AF 1584.
- d. Students will maintain an up-to-date record with all appropriate entries made for flying time and Pilot Information File (PIF) certification.

7-8. STUDENT TRAINING RECORD:

- a. Each flight will have an entry. The amount of ground instruction and total flight time will be recorded cumulatively. The instructor will enter a grade (day/night/X-C/instrument/pre/post instruction will be recorded as required by the approved FAR 61 TCO) for each instructed maneuver and signed by the student and instructor on the right hand side of the form for each dual flight. In addition the instructor will review the solo flight with the student and sign the right hand side of the form after reviewing the solo activity. This above procedure is only for training outside of Cessna's Computer Based Training. Example would be Multiengine or ATP single engine.
- b. Previous flight time will be totaled by category and entered on the top line of the Student Record Folder. The instructor will record the date, route including three letter identifiers, for each solo cross country on the appropriate line under record of cross country training and sign the event.
- c. Grades IAW AFMAM 34-152 except for courses utilizing Jeppesen flight training courses.